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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 16, 2015**

PRESENT: KEITH R. LACASSE, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; FREDERICK W. HIPPLER, SELECTMAN; JAMES LEARY, SELECTMAN; JENNIFER BOHL, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Frank Campana, Jan Snyder, Lori Davis, John Vanloendersloot, Alan Gould, David Recuperero, Peter Flynn

The Board was in nonpublic session to discuss a grievance hearing related to the Police Department and they were also updated on several personnel issues relating to the Police Department by interim Chief Kelly.

Tom Clow was sworn in as a Weare Selectmen prior to the meeting by the Town Clerk and Frederick W. Hippler was sworn in at the meeting.

ELECT BOARD OFFICIALS

Selectman Leary moved, Selectman Bohl seconded to nominate Keith Lacasse as Chairman of the Board of Selectmen. Passed 5-0-0

Chairman Lacasse moved, Selectman Hippler seconded to nominate Tom Clow as Vice Chairman of the Board of Selectmen. Passed 5-0-0

PROCESS FOR POLICE CHIEF SEARCH

Alan Gould, MRI, told the Board that he sent Town Administrator Bolton MRI's typical comprehensive package. Mr. Gould said that MRI is offering to go through the process and just charge the town for their out of pocket costs. He will not charge for his time or any administrative salaries at MRI. Chairman Lacasse asked if the reasoning for the cost savings is because of the close proximity in time to the last process. Mr. Gould said that there is a warranty of a year, last time the town did not utilize the comprehensive package, but MRI would like to try to do their best to make it better.

MRI will draft the ad, post it for national IACP, Union Leader, and on government websites. The Town of Weare will reimburse MRI the cost of placing the ads.

Mr. Gould said that 58 submittals were received during the previous process. They will review all the resumes, correspond with all applicants, score and rank applicants, and make cuts based on the community's needs. Essay questions will be sent out to the remaining candidates and then reviewed. There will be telephone call interviews conducted with each candidate that makes it through the essay and then another cut will be made based on those telephone interviews. MRI brought forth three candidates last time and the Board held a second interview with each of the two candidates. Mr. Gould recommends holding one of their MRI panels here, which there would be a charge for. They can also offer a citizens or community committee and MRI panel. Mr. Gould said that in many

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places when they did a one day assessment center the candidates were put through a full day of real critical exercises and practical exercises such as budgeting and strategic planning. MRI can do anything from an assessment center all the way back to doing panel interviews here in Weare. There is a one year warranty if they do the comprehensive package. Mr. Gould said that there are many different packages, which can be tailored to the needs of the community. The full assessment center could cost up to \$16k. A one day assessment center could be done for much less and he can provide a cost. MRI facilitates the community panel and at the end of day they decide who is best to present to the Selectmen. MRI said that almost more than 50% of towns are going with the assessment center because of the high reliability of the process, which is also sometimes related to the size of community and a lot has to do with expense. The previous process with MRI was \$5k and was entry level. When they do an assessment center they are better able to predict the success in various scenarios. The written assignments are tailored to the community. Candidates have ten days to write their essays. The highest level of service that MRI can offer is the assessment center.

Chairman Lacasse said in having the recent process still in his mind and looking back, he asked if there were any red flags that they should have seen, anything they could have done different, or a warning sign that something was not right. Mr. Gould said that there was nothing there to allow them to predict what happened. Mr. Gould said that if someone was let go or they leave within the year it is covered under their warranty. Vice Chairman Clow asked Mr. Gould for his recommendation for the town. Mr. Gould thinks that the assessment center gives them more to go on, gives them a better feel of the candidates, and he recommends community involvement. He recommends the community screening committee with two interview panels before going to the Board. Vice Chairman Clow asked if it is possible for member of the Police Department to be on the committee. Mr. Gould cautioned the Board on an employee panel because they could be looking for something different than the community. Mr. Gould said that they are very careful to not rank people, but to reach a consensus on the candidates so that candidates go to Board evenly with no bias. He recommends that members of the Board talk to individual members of the committee. Mr. Gould said that they could include a good representative of the Police Department on the MRI panel.

Vice Chairman Clow said that they received input from Earl Sweeney, who discussed the Board having more boots on the ground once a candidate is selected. The Board did not go to the community last time and he asked Mr. Gould if this is typical. Mr. Gould said that it is not and he can't even think of one process that was done. They have brought a candidate to spend time with major department heads. He is not sure the Board would have found any value in going to the previous town. MRI's cost for the professional panel would be \$1,500. Mr. Gould would facilitate the community panel and he would have three of his guys on the professional panel. The consensus of the Board is to three candidates that would move forward to them.

MAILBOX DISCUSSION

Chairman Lacasse received a phone call from a resident who was very complimentary of Mr. Redmond and said that the current policy puts Mr. Redmond in a difficult position. Tim Redmond, Public Works Director, distributed copies of the information that is on the town website regarding mailboxes, which states that the town is not responsible for mailboxes in the right-of-way and gives explanations as to why the DPW is not responsible. Mr. Redmond noted that this was put in place prior to him being hired. The driveway permit specifies that the mailbox must be placed with the face of the mailbox no closer than 4ft from the edge of the traveled way. Mr. Redmond went to the postal service and they explained the US Postal Service guideline, which is 6-8 inches from the curb and in absence of a curb to contact the post master. The Post Office has no actual distance from the pavement. The placement of a mailbox could pose a problem to the edge of road. The Post Office would not have a problem with a mailbox being moved farther back. The Post Office would like to require a hard surface for people to drive on. The driveway permit states that any driveway entering a paved road must have an apron

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paved 8ø from the edge of the pavement. This is so residents and mail carriers can approach the mailbox. If they can get the mailboxes farther off the road it is safer for residents, safer for postal carriers, and better for plowing.

Mr. Redmond said that they feather the pavement out in front of a mailbox when they can. Selectman Leary asked if there are any exceptions to the rule, he has culvert on both sides of his driveway. Mr. Redmond said that the town would not be responsible for his mailbox ever, because it does not meet the requirements. He noted that there are problems with the whole thing. It is a postal decision as to if all mailboxes are on the same side of the road. Vice Chairman Clow said that it seems if they adopted the 4 foot rule, a lot of mailboxes would need to be moved. Mr. Redmond said that those are the ones that call when their mailboxes are hit. Their goal is to get all the snow off the pavement for drainage purposes. Mr. Redmond said that if a mailbox is in compliance and his driver hits the mailbox, he would gladly repair or replace, but the policy is not set as to what it would be replaced with. There are less than fifty mailboxes hit in the Town of Weare per year. Mr. Redmond said that he spoke with Chip Meany about amending the driveway policy. He suggests they take initiative to come up with a standard and secondly publish a Public Works newsletter explaining their standard decision on placement. Mr. Redmond said that he could deliver gravel in front of mailbox if necessary, which also helps to protect the road as well. It was discussed that other people hit mailboxes, besides the town plows. The Board needs to decide if they are going to fix them or not. Currently the town does not fix or replace mailboxes. Chairman Lacasse noted that it states 4ft in the driveway permit application, but would 3ft cause problems. Mr. Redmond responded it would not. Vice Chairman Clow thinks they have to encourage people to place in that distance, but tell them it's their responsibility not the towns. Selectman Hippler agrees with the 4ft rule and with offering gravel if needed as suggested by Mr. Redmond, which would also protect the edge of the road.

By consensus the Board agreed to establish a 3ft distance from the edge of the pavement. Mr. Redmond will work with Chip Meany to modify the driveway policy. Mr. Redmond will draft a newsletter for the Board to review, which could go out with the tax bills and not be a separate mailing cost. The Board affirmed that they will not repair mailboxes. Mr. Redmond said that he will offer assistance in making mailboxes compliant with a reasonable amount of gravel. There will be situations where a mailbox will not be compliant, and if not feasible, plows will try to avoid. He will make an extra effort to work with those where placement of mailbox is difficult.

Mr. Redmond told the Board that people have run out of room in their driveways for their snow. He would like to have a public notice and ordinance with fines attached for plowing snow into the public roadway. He has notices from previous police chiefs and he would like to show it to Sean Kelly. The Board agreed.

Mr. Redmond said that the Snow Removal Policy is dated 2004 and he would like to review and make modifications. The policy states when they go out and what their procedures are. Every storm is different, but there are standard operating procedures laid out. Mr. Redmond would like the policy to be revised and ready for the winter season of 2016.

Mr. Redmond said that the salt budget is healthy right now, he does not know the exact number, but it is in-line of purchasing where they should be. They will complete the winter and in the month of May will mix sand and salt and will fill the shed to the fullest. The overtime budget is not in good shape. Mr. Redmond was interviewed by the Goffstown News. In two months, \$26k has been expended for overtime. He noted that there is a level of service and a level of safety and crew to consider. Mr. Redmond said that they rented a loader for one month to push back snowbanks whenever possible.

Mr. Redmond told the Board that the new plow will be in town Wednesday. The truck was contracted with Tenco, which is very good equipment, lasts, and is easy to repair. Mr. Redmond explained that the delay in receiving the truck was because Tenco took more truck orders than they could handle. He complained loudly and got extras on the truck.

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Mr. Redmond told the Board that the Oshkosh is a very problematic vehicle due to age and size. He knows there is a ño is noö RSA about vehicles and they can't go out and buy a new vehicle. He asked the Board if he could trade that vehicle for something newer at no extra cost. There are slightly newer vehicles that are Mack or International that they could trade to the dealer or with permission from the Board sell the Oshkosh outright and use the revenue to purchase another vehicle. Mr. Redmond said that it is problematic to get a driver to drive that truck. Legally and with the Board's permission he would like to try to do something to modernize that truck without any tax impact. The intent of the RSA is ño is no.ö The Board will need to obtain legal advice.

MEETING MINUTES

Chairman Lacasse moved, Selectman Leary seconded to approve the minutes of March 9, 2015 as amended. Passed 4-0-1; Selectman Hippler abstained.

MANIFESTS

Chairman Lacasse moved, Selectman Leary seconded to order the Treasurer to sign the accounts payable and payroll dated March 19, 2015 as included in the following manifests:

Accounts Payable Manifest	\$32,160.52	
Supplemental A/P Manifest	\$32.00	
Payroll Manifest	\$41,286.85	(includes election workers, police detail, and taxes)
Payroll Manifest	\$160.54	(rate increase owed to Officers for Special Detail)
TOTAL	\$73,639.91	

Passed 5-0-0

Vice Chairman Clow would like to see the Board make a decision on the Police Chief process. The Board discussed that MRI's cost will be even less than the Police Chief Association and they have even more experience. The Police Chiefs Association has only placed one person in a town with approximately 975 residents. Selectman Bohl thinks they should go with MRI as well because they are more experienced, but at what level. Selectman Leary is not sure about the assessment. It was voiced very loudly that a community panel should be established along with the MRI panel, which he would be in favor of. MRI will do the pro panel for \$1,500. Selectman Bohl would still like to put boots in the candidate's community. Selectman Hippler suggested neighboring communities as well. Chairman Lacasse said that is an additional step they can take regardless of which process they choose. Mr. Sullivan had told the Board that they only completed one process.

Selectman Leary said that when they went through the process the first time with MRI he did not think there was any negligence on behalf of MRI, he was not happy with the interim chiefs put in place, but the chief's process was thorough. Chairman Lacasse asked about assessment center and said that he is not sure looking back if it would have changed anything. Selectman Bohl said that if the credentials are right, she would like the candidate to be from NH. Chairman Lacasse is not sure if he would want that limit, but it would be a condition of the offer. Vice Chairman Clow said that in advertising the position it could state that the potential candidate must reside within 20-25 miles of the community by a certain period of time. MRI could possibly give them guidelines.

The consensus of the Board is to contact MRI and start the process with two panels; citizen's panel and pro panel. Chairman Lacasse and Town Administrator Bolton have a few names of those interested in being on the citizen's panel. It was mentioned that the High School Principal would be a good person to utilize on the panel. Vice Chairman Clow likes the idea of having at least one member of the Police Department on the panel.

Vice Chairman Clow mentioned how the Board talked about each of them coming up with the characteristics they want to see in the Police Chief and thinks they should reach out to John Lawton to see if would be interested in being part of the citizen's panel.

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Town Administrator Bolton will get information regarding residency in the ad, ask about assembling the panel, and reach out to John Lawton about being on the panel and if he wants to add anything about characteristics.

Ex-Officio Roles

CIP Subcommittee ó Vice Chairman Clow

PARC ó Selectman Leary

Stone Fund ó Selectman Bohl

Planning Board ó Selectman Hippler

Heritage Commission ó Chairman Lacasse, if the Commission finds enough members

The Board will meet on the 2nd and 4th Mondays in June, July, and August and resume weekly meetings again in September.

ADMINISTRATIVE REPORT

Signatures from the Board are needed on a Notice of Intent to Excavate for the Eldon Townes Gravel Pit.

The Prosecutor contract will need to be signed at the next Selectmenø meeting. It is a one year contract. Chairman Lacasse asked if there should be a public hearing. Vice Chairman Clow said that they have not had public hearings on the renewal of contracts. Chairman Lacasse thinks it is a good policy to have, if there are opinions, the Board should hear them. A public hearing will be scheduled.

Town Administrator Bolton has been corresponding with PARC Director, Karen Stogner, regarding the dead trees around the boat ramp at Chase Park. Town Administrator Bolton has quotes from four different tree services in town ranging from \$3,500 to \$7,975. The trees have all been tagged for removal or pruning and all the trees and debris will be removed. PARC would like to get the trees removed when the lake is still frozen. The lowest bidder is Boisvert Brothers Tree Service and is fully insured. Selectman Leary said that PARC did discuss this and the reason it did not get done earlier is because there was a spending freeze.

Selectman Leary moved, Vice Chairman Clow seconded to hire Boisvert Brothers Tree Service at a cost of \$3,500 with the money to come from the Chase Park Repairs and Maintenance Fund. Passed 5-0-0

A request was received from Mutual Aid Fire System for the town to supply GIS mapping information. They do a lot of 911 mutual aid work and would like to be able to include all area towns. In order for E-911 to give them data a release needs to be signed by the Chairman of the Board. Selectman Hippler said that when mutual aid comes in this would give that inbound company better information.

Selectman Leary moved, Selectman Hippler seconded to authorize Chairman Lacasse to sign the Fire Mutual Aid System Local GIS Data Release Form. Passed 5-0-0

A letter was received from the Department of Resources and Economic Development regarding the application from PARC for the tennis courts. The scores did not come in high enough and they did not qualify for the grant for the tennis courts.

A letter of intent to apply for a Mooseplate Grant for work to be done at Clinton Grove Academy was received from the Weare Historical Society informing the Board of their intent to apply for the grant.

Granite State Plumbing looked at the Town Hall furnace and will be submitting a quote.

The tiles in the front entrance and stairs in the Town Office contain asbestos. Town Administrator Bolton is working on getting separate quotes for asbestos removal and the lead abatement.

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PRIME ó Chris Hague sent information on the procedure, assessment, and incident reporting regarding Workplace Violence. Primex is pushing for this policy in order to obtain *PRIME*. The Board will review at their next meeting.

The Food Pantry is still looking for a new location.

The Finance Administrator put together the default budget numbers with articles that have been approved. She provided back up information and needs signatures from the Board in order to forward to the Department of Revenue. The MS535 was distributed for the Board to review and sign.

Town Hall Doors ó Vice Chairman Clow received a quote for \$7,520 for the upgrade of the doors. He asked David Caldwell, Mast Road Lumber, to come in next week to discuss the cost of the upgraded slabs. The new slabs will have a 20 year warranty on material regardless of how they are painted. They will discuss the placement of hinges, the addition of three mahogany thresholds, and will break down costs more thoroughly.

PUBLIC COMMENT

John Vanloendersloot asked the Board if there are new questions or ideas that they will bring to the process that came in light with the past chief. Chairman Lacasse will ask the candidate how soon they can relocate to the area of the community. It was discussed that a conditional offer will be made to their final candidate based on a satisfactory background check. The Chief of Police Association told them it will cost approximately \$1k to conduct a background check. Vice Chairman Clow said that MRI was very thorough with their questions during the previous process and the Board had a tough time making a decision with the candidates presented. Chairman Lacasse mentioned that they could question the final candidate about CALEA Accreditation. Mr. Vanloendersloot asked the Board why they don't they do background checks on the final three candidates before narrowing it to a final candidate. Selectman Leary noted that information they received was that no background check so be done until a contingent offer is given. The candidate has to give permission to conduct the background check. Vice Chairman Clow noted that they don't rule out the second choice until they completely investigate the final candidate. He said that the final two candidates last time were so closely matched.

Chairman Lacasse moved to adjourn, Selectman Leary seconded at 8:50 p.m. Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary