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WEARE BOARD OF SELECTMEN MEETING MINUTES March 23, 2015

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

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Frank Campana, Heleen Kurk, Sherry Burdick, Lori Davis, Stu Richmond, Jack Dearborn, Mark Morette, Richard Butt, John Vanloendersloot

Chairman Lacasse called the meeting to order.

PUBLIC COMMENT

Frank Campana mentioned an article in the Messenger regarding the meeting with the police officers. He is concerned with some of the responses the officers gave to some questions asked of them. One of the questions was what traits or characteristics they would like to see in a police chief. A response from an officer was that they would like a police chief who is laid back, but not a push over. Mr. Campana thinks they should have a police chief who is respectful of everyone, not laid back as a boss. They would like a positive working chief, who looks and acts professional, and someone who understands the officer's visions. Mr. Campana thinks the officer's should look at the police chief's vision. The officers were asked where they would like to see the department in five years, and their response was fully staffed and competitive pay. Mr. Campana is concerned with bringing back positions and programs such as DARE, OHRV, K-9, and bike patrol. He mentioned that they had a bike patrol, but does not know where the bikes or racks are. Mr. Campana said that the school had a School Resource Officer, but he does not think it is up to Police Department to suggest and feels that it should be up to the school. He noted the MRI report to refer back to the K-9. Mr. Campana suggests that the Board look back to the past when considering some of these requests. Vice Chairman Clow said that meeting was a brainstorming session, not a list of things to do, but a way to collect ideas from the people that are most involved. All of those things will be discussed with the new Chief once onboard. Vice Chairman Clow said that there were a lot of good ideas brought forth at that meeting.

Mr. Campana mentioned Mr. Redmond talking about the Oshkosh at the last Selectmen's meeting. Mr. Redmond told the Board at their last meeting that he could make an equal trade for something a little newer or sell the Oshkosh outright to purchase something newer. Mr. Campana said that no numbers were mentioned at that time, but he is somewhat concerned with Mr. Redmond saying that there are slightly newer vehicles that are Mack or International as if he might already have something in mind. He noted that Carl Knapp got that truck 2-3 years prior to him leaving in 2010 and he does not remember Mr. Knapp ever coming to the Board with issues with the Oshkosh. The Oshkosh was only used for plowing and at some point was fixed up for sanding. Mr. Campana said that without knowing the dollar amount, it will cost something, and for Mr. Redmond to say it would be a wash doesn't seem true. Mr. Campana would like the Board to consider "No means No." Chairman Lacasse said that is what the Board told Mr. Redmond and that they would have to look into it. It was mentioned that Mr.

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Redmond said it is hard to find drivers to drive the Oshkosh. Selectman Leary noted that the Oshkosh, while only been in town 8 years, is a 50 year old truck. Mr. Campana said that it was rebuilt.

Richard Butt is questioning how the default budget was arrived at. He said that the Town Administrator's contract was approved at the end of December and he is sure there was a salary amount in the contract, but the Town Administrator's salary increase was not in the default budget. Mr. Butt noted that Chairman Lacasse had indicated that they read the RSAs while building the default. Chairman Lacasse said it was the main point in the potential suit against the town. Mr. Butt said that the law said it is allowed and it is a contractual obligation with the Town Administrator and the Town Administrator's salary increase should be in the default. Chairman Lacasse said that they were trying to avoid a lawsuit. Mr. Butt said that the Board will now need to come up with the money. Mr. Butt mentioned that there was justification from the Board of Fire Wards to increase the Fire Chief's salary and asked if there has been any consideration to take money from the budget to increase that person's salary. Chairman Lacasse said that he has not heard. Mr. Butt said that someone was concerned with the amount of money in the default, but that was justified and should have been allowed.

Mr. Butt said that the minutes indicate that the Historical Society informed the Board that they would be applying for a Mooseplate Grant for Clinton Grove. Vice Chairman Clow said that their intent is to apply for a grant to work on the under pinning's, foundation, and basic beams under the building that have deteriorated. It is a maintenance grant, not an extension grant. Mr. Butt noted that there were three Selectmen present in 2012 when an addition to that building was brought before them. He is concerned that the Board is not providing information to the public or the people that reside in that area who are concerned. If there is a plan for the use of Clinton Grove, he thinks the people should be informed. Mr. Butt thought that it was discussed in 2012 to create a committee to discuss the use of that building, which should be done. He hopes that the work done there is for preservation. Mr. Butt said that there is \$72k from Mildred Hall for that building, \$22k from the 250th was set aside in an account, and in 2012 \$56k from the Historical Society was set aside. He said that there is well over \$100k. If the funds will be used for preservation, there should be a plan in place so that everyone understands the use for that building. Mr. Butt said that there is still a lot of work that needs to be done to the Town Hall. He is not sure if Clinton Grove is the Board's priority, but something has to be done to notify the public on what is being done with that building and other town buildings as well.

John VanLoendersloot asked if any consideration has been given to asking Interim Chief Sean Kelly if he would be interested in becoming a part time chief. Mr. VanLoendersloot understands that Sean Kelly can only work 32 hours a week because of his retirement. He noted that the Fire Chief has the same requirements. Chairman Lacasse said that in theory they could, but he is not sure it would appropriate to have a part time police chief in a full time 24/7 department. It was noted that the Fire Department is a volunteer department. Mr. VanLoendersloot asked if the Fire Department was to become a full time 24/7 department would they need a full time Fire Chief. Chairman Lacasse said that having a part time police chief is not the direction they are looking to go right now.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Reappointments to Zoning Board

Mark Morette has been an alternate on the ZBA for about a year. As an alternate he was able to vote when there were not enough members present. Mr. Morette said it is a different stimulation other than his regular work and something good to do as a member of the community for civic duty.

Selectman Leary moved, Vice Chairman Clow seconded to appoint Mark Morette as a full member to the Zoning Board for a three year term. Passed 4-0-0

Stu Richmond has been serving as a full member of the ZBA for 20 plus years. Mr. Richmond thinks that being on the ZBA is interesting and he likes to assist in keeping things straight and narrow with zoning in town.

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Currently the ZBA is not that busy. There are two cases coming up at the end of April and as the economy picks up they hope to see more happening.

Selectman Hippler moved, Vice Chairman Clow seconded to reappoint Stu Richmond as a full member to the Zoning Board for a three year term. Passed 4-0-0

Jack Dearborn, Chairman of the Zoning Board, started on the ZBA in 1988. This is his 9th reappointment. Mr. Dearborn served on the Community Board that drafted the zoning in town.

Selectman Leary moved, Vice Chairman Clow seconded to reappoint Jack Dearborn as a Full member to the Zoning Board for a three year term. Passed 4-0-0

Sherry Burdick, President of the Weare Historical Society, said that the Historical Society has tried to be good stewards of the historic buildings in town. There is a lot of work that needs to be done at the Stone Building, which they are willing to do. Work needs to be done to the electrical system, insulating of the ceiling and crawl space, and replacing the ceilings that are stained with new plaster ceilings. The Historical Society is willing to pay for the work that will be done. Chairman Lacasse asked if there is any change in use planned. Mrs. Burdick said that they are trying to be proactive to help conserve fuel for heating. They will insulate between the floor joists in the north room and install R30 underneath the floor. Chairman Lacasse voiced his concern with the unit being separate and condensation from the duct work. Mrs. Burdick noted that Chip Meany was made aware of it. There is a lot of heat in the attic space, the insulation around the duct work is not large enough, and along the bottom there is heat loss because the tape was left open. There will still be warmth in the attic space. Mrs. Burdick has an estimate for \$4,500 for the electrical, \$2,200 for the insulation, and \$2,000 for the ceilings. Vice Chairman Clow said that they would need to have a public hearing to accept the gift from the Weare Historical Society. The public hearing was scheduled for April 6th.

DISCUSS TOWN HALL DOORS

Vice Chairman Clow noted that he does not have the critical piece of information and Dave Caldwell could not be present. There was a problem with the doors installed on the Town Hall warping. Vice Chairman Clow received a proposal to upgrade the doors to a solid mahogany wood door with a 20 year warranty against warping, twisting, rotting or anything else. The quote also includes replacing the thresholds with mahogany thresholds. The cost to upgrade is \$7,520, which represents the difference between the upgrade and the material originally used. The company only agreed to partially cover the cost to re-install and paint the doors; \$480 painting and installation. The upgraded doors are a different brand of doors, coming through Cleary Millwork Company, as did the previous doors. The doors currently at the Town Hall are MDF. Vice Chairman Clow said that Mr. Caldwell said that they had the problem because the width of the doors, but they were not given any indication that there would be a problem with the doors. Mr. Caldwell is the salesperson at Mast Rd Lumber who worked with Chip Meany to select the doors. It will take 6 to 7 weeks to order the new doors. Selectman Leary noted that they are now looking at \$9,300 above and beyond what they have already paid. Vice Chairman Clow said that when they originally got quotes there were quotes near \$80k, some around \$36k, and it actually cost \$16k for the doors themselves. Vice Chairman Clow would like to wait another week, if Mr. Caldwell can't be present, to get something in writing. Chairman Lacasse would like to know the cost of purchasing the doors outright to see what the credit really is. The Board discussed painting vs. staining the mahogany doors. Mrs. Burdick said that there have never been mahogany doors on that building, she only suggested mahogany because it is rot resistant. She noted that a clear coat is only good for three years and would need to be inspected annually. Mrs. Burdick would rather see mahogany doors than MDF. Chairman Lacasse noted that the only way to continue is to get Dave Caldwell to come before the Board. Vice Chairman Clow can inform the Board in nonpublic regarding Mr. Caldwell's reasoning for not attending the meeting.

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POLICE CHIEF SEARCH PROGRESS UPDATE

Town Administrator Bolton told the Board that both Alan Gould and Pat Sullivan were informed of the Board's decision to go with MRI. It is the opinion of Mr. Gould that just advertising in NH would limit the pool. There is nothing in the contract that states an officer has to reside within so many miles. Chairman Lacasse noted that there was a concern with looking nationwide. The ad will state that the successful candidate must relocate to a permanent residence in Weare or within 25 miles of Weare within 6 months of hire. No salary amount will be specified in the ad; it will state competitive salary and excellent benefits with a \$1.4m police operating budget. Town Administrator Bolton will get the ad to Alan Gould and it will run for 30 days. There will be a public hearing to discuss entering into a contract with MRI on Monday, March 30th.

WORKPLACE VIOLENCE PROCEDURE DISCUSSION

Town Administrator Bolton told the Board that Chris Hague, Joint Loss Committee, asked them to review the Workplace Violence Procedure. It was noted that Selectman Leary made some suggested corrections, which he already submitted to Ms. Hague. Town Administrator Bolton said that the Workplace Violence Procedure is needed to achieve PRIME. Vice Chairman Clow asked if they adopted the procedure for the town would it also be for the Library. Selectman Leary thinks that Ms. Hague was looking to make it a joint policy. If adopted, the Workplace Violence Procedure, becomes an addendum to the town's personnel policy.

Vice Chairman Clow moved, Selectman Leary seconded for the Town of Weare to adopt the Workplace Violence Procedure as presented.

Chairman Lacasse said that in the event they adopt the procedure he would like it added to the Table of Contents and put in all employees' personnel policy folders and ensure that they sign it. The Library will also have to adopt the procedure.

Passed 4-0-0

MEETING MINUTES

Vice Chairman Clow moved, Selectman Hippler seconded to approve the minutes of March 16, 2015 as amended. Passed 4-0-0

MANIFESTS

Chairman Lacasse moved, Vice Chairman Clow seconded to order the Treasurer to sign the accounts payable and payroll check dated March 26, 2015 as included in the following manifests:

Accounts Payable Manifest	\$56,987.78	
Weare School District Manifest	\$450,000.00	
Payroll Manifest	<u>\$62,846.39</u>	(Includes weekly, monthly, quarterly Fire Department, stipends, and quarterly insurance buyouts)
TOTAL	\$569,834.17	

Passed 4-0-0

ADMINISTRATIVE REPORT

Emergency Management Director ó Town Administrator Bolton told the Board that they need to discuss filling the position. She can run the ad or they can look in-house. Town Administrator Bolton spoke with Mr. Redmond who stated that he may be interested in the position.

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Inventory ó There are a lot of items in the basement that need to be disposed of. Vice Chairman Clow asked about the table that was used as the Selectmen's table. He feels it might be a good idea to transfer that conference table to the Conservation Meeting Room. Town Administrator Bolton will see if that can be done.

Government Building and Maintenance Projects ó Town Administrator Bolton will be getting additional quotes. She has a quote from one person who is certified in lead abatement and asbestos. She will reach out to Heleen Kurk and Sherry Burdick regarding insulation in the Town Office attic to see if it would be possible to get a better price if combined with the insulation project for the Stone Building.

PRIME ó Town Administrator Bolton received a list of benchmarks. CALEA certification is a benchmark and part of the reduction in PRIME if they achieve it.

Alan Gould will have the MRI contract next week, which will include the cost.

Chief Vezina and Wendy Rice have been working with E-911. According to E-911 proper addresses need to be used and some people are not abiding by this. There are a lot of private and non-town maintained roads with no signs. E-911 is requesting signage be provided for the unmarked roads. Town Administrator Bolton will check with Mr. Redmond to see what they can buy for signs. Chairman Lacasse mentioned informing the property owners they are at risk if they do not sign their roads. The State of NH Prison workshop was mentioned as a possible option to get street signs. Selectman Hippler said that the town ambulances are equipped with GPS, not the engines, but he is not sure if inbound companies have GPS. His feeling is as long as the house is numbered and they get the proper information given to them, they can get there. Town Administrator Bolton will scan the document from the E-911 Communications Bureau and email it to members of the Board to review.

PUBLIC COMMENT

Lori Davis agrees that the police chief should live close by. She noted that there is a possibility that the individual hired could request a relocation package. She would like to know where the Board would get that money. Chairman Lacasse said that there is no line in the budget for relocation; it could possibly be a part of negotiations.

CORRESPONDENCE

John Lawton offered to be a member of the community panel for the Police Chief search. Vice Chairman Clow has the names of two individuals interested in being on the community panel. Town Administrator Bolton also has a couple of people that have requested to be on the community panel. MRI mentioned having the HS school principal on the community panel. The Board will have to determine a selection process.

Chairman Lacasse explained that the Board will be going into nonpublic session to discuss employee raises passed at March vote. They will be looking at personnel reviews and making decisions on how to distribute that money.

Chairman Lacasse moved, Selectman Hippler seconded to enter into nonpublic session @ 8:45 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 4-0-0

Chairman Lacasse moved, Vice Chairman Clow seconded to come out of nonpublic session @ 9:27 p.m. A roll call vote was taken, Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 4-0-0

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

ADJOURNMENT

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A True Record.

Cherry Palmisano, Recording Secretary