

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
September 14, 2015**

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

RECORDING SECRETARY: Kathleen Humphreys

TOWN ADMINISTRATOR: Naomi Bolton

6:30pm Non-Public Session

Chairman Lacasse moved, Selectman Hippler seconded to enter into nonpublic session @ 6:30 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

Chairman Lacasse moved, Selectman Hippler seconded to come out of nonpublic session @ 6:56 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

The board interviewed a potential employee for the Police Department.

Chairman Lacasse moved, Selectman Leary seconded to enter into nonpublic session @ 6:57 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

Chairman Lacasse moved, Selectman Hippler seconded to come out of nonpublic session @ 7:40 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

Chairman Lacasse moved, Vice Chairman Clow seconded to seal and restrict these nonpublic session minutes. Passed 5-0-0

7:30 p.m. Chairman Lacasse called the meeting to order.

Chairman Lacasse announced the Board held a non-public hearing at 6:30 p.m. to interview a potential employee for the police department. There is a vacancy to hire another police officer. The second non-public hearing was to discuss personnel and legal matters.

GUESTS: Frank Campana, Jan Snyder, Lori Davis, Jack Dearborn, Steve Roberts and John Vanloenderslost.

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PUBLIC COMMENT

None

DEPARTMENT HEAD AND COMMITTEE ITEMS

DPW Update

DPW Director Tim Redmond and CIP member Jack Dearborn addressed the Board on a proposed public works garage

A Highway Garage Advisory Committee has been meeting for months. They have discussed past proposals and are working on a current proposal. The size of the building tentatively was calculated to the best of their ability but the CIP would like a more firm indicator of the cost before they forward it to the Selectmen and Finance Committee for consideration.

Currently, the figure for the proposed building is up in the \$1.35 million range and the committee would like to review and try to reduce the figures.

Mr. Redmond sought the opinion of Weare resident Kevin Cahill, a former principal in North Branch Construction which does schools, highway garages and other municipal buildings. Mr. Cahill is presently the Clerk of the Works for the new Henniker DPW garage project. Also at that meeting with Mr. Cahill was CIP member Jack Dearborn and Bruce Fillmore.

Mr. Redmond relayed that it was the opinion of Mr. Cahill that they presented a building without really knowing exactly what was needed and they need to better determine the size of the building and the footprint of the vehicles that will be put in the garage. It was his opinion the town should be looking at \$100 per square foot for the building, engineering and interior construction, and working through a design build contractor.

A 180 x 80 foot building is 14,400 square foot building which would translate to over \$1.44 million.

Mr. Cahill suggested the committee fine tune the conceptual design then identify three design build contractors to provide firm numbers.

Mr. Redmond requested the Selectmen permit him to utilize but not exceed \$2,500 of the highway department to hire Kevin Cahill as a consultant to look at the square foot needs and translate them into 2015 construction costs. His rate would be \$65 per hour up to 38 hours utilizing 3-5 hours per week.

The highway department has an unfunded contract service/miscellaneous line, #01-431270-688. There is a surplus in the payroll line due to unfilled positions that could be transferred over to the contract service line.

The Board asked exactly what Mr. Cahill would do and if he has the contacts to give the numbers. The answer was affirmative.

Mr. Redmond also mentioned that Mr. Cahill agrees with him that the DPW Director's time is better spent taking care of the public works department and not trying to build a building.

Selectman Leary noted that warrant article 19 for Professional Fees to Design and Prepare Professional Drawings was voted down. Mr. Redmond said that Mr. Cahill is not doing drawings but getting the project to

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the design phase. Town Administrator Naomi Bolton checked with town attorney Laura Spector-Morgan earlier in the day who concluded it was not the same use if the money is used to get to the design phase with a consult not designing plans. The committee will work and modify the plans they already have.

Mr. Cahill's work would include all the civil engineering and mechanical engineering and the AC portion to get to the design build cost numbers.

Vice Chairman Clow is on the Highway Garage Advisory Committee and supports hiring Mr. Cahill as a consultant.

Jack Dearborn addressed the Board and said "For \$2,500 we are going to get a lot of validation for the CIP." He felt Mr. Cahill has the expertise they needed. He also said it would be beneficial for the committee to do a top down based upon square footage and current pricing for a similar type building. He referenced Mr. Cahill's work on the 9,750 square foot building costing \$975,000 currently under construction in Henniker. It was noted the Henniker building will have a sprinkler system.

Chairman Lacasse had concerns there are other town residents who are putting their time into the committee unpaid and wondered why Mr. Cahill wouldn't be doing the same thing. Selectman Clow stated as a member of the committee it won't hurt his feelings to get professional advice and be thankful for the professional input.

Chairman Lacasse agreed with the professionalism and expertise Mr. Cahill can bring but has concerns with the defeated warrant article despite the comment from the town attorney.

Selectman Clow moved, Chairman Lacasse seconded to approve the expenditure of \$2,500 out of the 2015 Highway Budget for consultant services for the proposed highway garage. Motion did not pass, 1-2-2. Selectman Clow voted in favor. Selectmen Bohl and Hippler abstained. Chairman Lacasse and Selectman Leary opposed.

Town Owned Building Project Update

Town Administrator Naomi Bolton announced the furnace at town hall is completed and simply awaiting a new propane tank to be hooked up and started. She presented the 2016 heating prices bid.

	Propane	#2 Heating Oil
Dead River	\$1.399/gallon	\$2.129/gallon
Putnam Fuel		\$2.099/gallon
Ayer and Goss, Inc.	\$1.699/gallon	
Irving Energy	\$1.195gallon	\$2.077/gallon

Last year the town locked in for: \$1.719/gallon for propane and \$3.224 for heating oil.

VOTE: Selectman Clow moved and Selectman Bohl seconded to accept the bid for propane and heating oil from Irving Energy for propane being at \$1.195 per gallon for propane and #2 heating oil at \$2.077 per gallon for the 2015-16 heating. Motion passed 5-0-0.

Town Administrator Bolton mentioned that town employees are eligible for a 10 cent discount on heating oil and a 15 cent discount off propane off the residential posted price for automatic delivery.

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The flooring at the town office is finished but the carpets have been left up for the Board's opinion. It was discussed to paint the risers brown and to do repair work to the railings. Chairman Lacasse recommended not waxing the rubber flooring and stair treads.

Selectman Hippler visited the Booth Bay Opera House and took photographs of the Lemieux doors which were 28-32 inches. It's a certain door treatment called "Torrefied" that is being sought. Town Administrator Bolton will check with the lumber company to be sure we get to see torrefied doors, not just any wood doors.

Cleaning up the plants around old Town Hall was discussed and Vice Chairman Clow wondered if volunteers would help because the area is overgrown. Steve Roberts suggest maybe the high school has an industrial arts type program or other groups that could help. Town Administrator Bolton will contact the guidance office at the high school and look into it.

MEETING MINUTES

Chairman Lacasse moved, Selectman Hippler seconded to approve the minutes of August 10, 2015 as written. Passed 5-0-0.

Chairman Lacasse moved, Selectman Bohl seconded to approve the minutes of August 24, 2015 as written. Passed 4-0-1. Selectman Clow abstained.

MANIFESTS

Chairman Lacasse moved, Selectman Clow seconded to sign accounts payable and payroll checks dated September 14, 2015 as included in the following manifests: Passed 5-0-0

Accounts Payable Manifest	\$ 205,418.26
Supplemental A/P Manifest	\$ 5,803.58
Payroll Manifest	\$ 45,231.90
	(Weekly payroll including payroll taxes)
Supplemental Payable Manifest	\$ 146.08
	(Accrual payout)
John Stark Co-op Regional Manifest	\$ 500,000.00
	(Sept. 10, 2015, Sept. 24, 2015 appropriations)
TOTAL	\$760,902.45

The following manifests were previously ordered to be signed at the August 24, 2015 Board of Selectmen meeting:

Payroll Manifest	\$ 43,766.64
	(Weekly payroll including deduction checks, check date 9/3/15)
Payroll Manifest	\$ 41,076.75
	(Weekly payroll check date 09/10/15)
Fire Dept. Payroll Manifest	\$ 13,066.74
	(August 2015 Fire monthly payroll)
Accounts Payable Manifest	\$ 34,506.66
	(Check date 09/03/15)
Accounts Payable Manifest	\$ 25,067.75
	(August 2015 Fire monthly payroll)

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ADMINISTRATIVE REPORT

-CRF reports for period ending 8-31-15 were given to the Board.

-There is a memo regarding the "No through Trucking" from DPW Director Tim Redmond informing the Board there is a logging operation that will utilize New Road to Hodgdon Road to Rt. 149.

-The Boston Post Cane recipient should be coming in by the end of the month.

-Police Department Negotiations can be scheduled for Wednesdays at 5pm. Jennifer Bohl and Tom Clow have volunteered to be Selectmen's Representatives. The town administrator and police chief will be part of the committee. The group should meet to set the ground rules. The last contract needs to be signed so the process can begin. Steve Jakubowski is a possible consultant for the new negotiations.

-Police Dispatch Service. Bow Dispatch 2016 contract is \$42,448.83. Goffstown Dispatch 2016 contract is \$30,000, a \$12,448.83 savings. Bow Dispatch needs to be notified by Oct. 1 to exercise the option to get out of the contract and inform Bow that Weare will move to Goffstown Dispatch on Dec. 31, 2015. The BOS also discussed the fact that not all the money from Article 14 will be needed as a result of changing to Goffstown Dispatch.

VOTE: Selectman Leary made a motion, Selectman Bohl seconded to authorize the chairman to sign the intent to discontinue the current police dispatch with the Bow Police Department as of 12-31-15. Motion passed 4-0-1. Chairman Lacasse abstained.

-Selectmen's signatures are needed on the document to complete the file when Chief Sean Kelly was sworn-in. Chairman Keith Lacasse administered the oath of office.

-Timber Tax Warrant and Intent to Cut were signed.

-Tonight's employee Harassment Training was still held for the fire department but will need to be rescheduled for other employees.

-Dates for the noise ordinance public hearings will be presented at the next meeting.

PUBLIC COMMENT

Resident Frank Campana commented about the decision on the highway garage tonight and understands that the article said no and felt the Board made the right decision. He also asked for clarification on the \$2,500 for unspent wages line.

CORRESPONDENCE

A letter from Laura Spectra-Morgan in regards to the gun range was presented:

*Mitchell Municipal Group, P.A.
Attorney at Law
25 Beacon Street East
Laconia, NH 03246*

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Sept. 10, 2015

*Keith Lacasse, Chairman
Weare Board of Selectman
15 Flanders Memorial Road
Weare, NH 03281*

Re: Gun Range

Dear Chairman Lacasse:

I am writing regarding the town's recent decision to close the gun range at the transfer station due to safety concerns. As I understand it, the shooting area as it is presently exists is a low, U-shaped berm consisting of tires covered with dirt and cement. No one monitors the range, the transfer station is not fully fenced, and behind the shooting area is conservation land which is utilized by the public throughout the year.

As a result of these conditions, Chief Kelly has determined that the gun range is not safe, and has recommended the closure of the range, both to the public and to the police department. I strongly support this recommendation, and suggest that the range remain closed unless and until the town makes the necessary upgrades to ensure the safety of the users of the range, the department of public works employees, and the public.

Thank you and please let me know if I can be of additional assistance.

*Sincerely,
Laura Spector-Morgan*

End of Letter

Selectman Clow read into the record an ordinance which passed on March 11, 2003:

%Shall the town urge all Boards and Commissions to use their best efforts to schedule all meetings at times and in locations to best facilitate the ability to broadcast the meetings, or video tape the meetings for later broadcast on the Weare Community Access Channel.+ The article was overwhelmingly approved by voters of Yes-1210 to No-331.

Selectman Clow drafted a letter dated September 14, 2015 for the current Selectmen to sign which states, *%The Board of Selectmen ask that all Boards, Commissions, and Committees comply with the wishes of the voters and make every effort possible to broadcast their meetings on the Community Access Channel effective immediately.+*

End of ordinance

Chairman Lacasse read an email from a resident complimenting the DPW.

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"I would like to acknowledge and give a big thank you to Tim Redmond and the guys at the DPW. Last winter was to say the least brutal. I live at the top of Flanders Memorial Rd. and on a normal winter this last season is a challenge to keep clear.

Last winter I saw snow drifts that I didn't think I would ever see, and the guys did an awesome job keeping it open. I have granite boundary markers all the way around my property a present from the Holly Hill development. Most of them are buried at ground level. As we all know buried rocks in NH find a way to rise with the frost. One of my makers received a hit from a plow in the guys hard attempts to keep the drifts at bay.

I mentioned it to Tim in passing and I was told that it would be addressed. To be honest I figured I would end up doing it myself. I saw Tim later in the summer he told me he hadn't forgotten me they had been busy with washouts. I still didn't expect it to get done.

I came home today to find it buried right back where it should be. With a town this size and a crew as small as we have Tim and all the guys at the DPW do an amazing job. I am sure you hear complaints, I just wanted you to hear from a very happy and appreciative resident for all their long hours and hard work.

*Mark Nelson
Flanders Memorial Road*

Credit Card Use

There has been community request for credit card use. Town Clerk Maureen Billodeau attended the Clerk's Convention this week. It was noted there are 65 out of 234 towns that use credit cards for registrations and for the clerk's office. Article 42 was read:

~~%~~Shall the town authorize in accordance with RSA 80:52-c any town office with the approval of the Selectmen the use of credit cards. Adopting this article shall add the amount due in addition to all penalties and interest payable a service charge for the acceptance of the card. The service charge shall be based upon the credit card company's rates and the actual cost to the town for the service. The town at the time of billing shall disclose the amount of the service charge." Passed 854-616

The Clerk's office would like to move forward with it. Town Administrator Bolton will look into scheduling it for September 21, 2015. The costs for using the cards will be posted.

After discussion, it was decided to include exemption information in the fall tax billing cycle only.

OTHER BUSINESS

Vice Chairman Clow asked to go back to the motion for the highway garage made earlier this evening and was curious why two of the selectmen abstained since that is normally used when there is a conflict. Chairman Lacasse mentioned he is not against the project but felt the consultant was too close to be same as the intent of the defeated warrant article.

Steve Roberts and Lori Davis both addressed their views on hiring Mr. Cahill as a consultant and discussed how the process is going.

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Chairman Lacasse moved, Selectman Leary seconded to enter into nonpublic session @ 9:41 p.m. pursuant to the authority granted in RSA 91-A:3II (a). A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

Chairman Lacasse moved, Selectman Bohl seconded to come out of nonpublic session @ p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Leary – yes; Selectman Hippler – yes; Vice Chairman Clow – yes; Chairman Lacasse – yes. Passed 5-0-0

The Board discussed a personnel matter.

ADJOURNMENT

Selectman Bohl moved, Selectman Hippler moved to adjourn at 10:00 PM. Passed 5-0-0

A True Record.

Kathleen Humphreys
Recording Secretary