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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
August 6, 2012**

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

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Amy Lunt, Sherry Burdick, Tim Redmond, George Malette, Neal Kurk, Paula Bellemore, Chuck Bolton, Ian McSweeney, Heleen Kurk, Andy Fulton, Mike Dahlberg

Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 6:03 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:15 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

7:18 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Heleen Kurk updated the Board on the schedule for Old Home Day to be held on August 25th from 9:00 am to 6:00 pm. The activities will include:

- Signing up for a walk/run at 8:00 am at WMS, begins at 9:00 am
- The Friends of the Library book and bake sale and quilt raffles from 9:00 to 2:00
- Weare Historical Society Museum will be open from 9:00 to 4:00
- Weare High School Class Reunion will take place at WMS for classes 1962 and back
- There will be more than sixty artisans, vendors, and groups from 9:00 to 6:00
- Food court
- Raffles
- Entertainment throughout the day from 9:00 to 6:00
- “Touch a truck”
- Car show with prizes from 3:00 to 6:00
- Softball tournament at John Stark
- Demonstrations, interactive activities, games, and chance to read to a dog

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The above activities are all made possible through the Weare Historical Society, 250th Committee, Chamber of Commerce, Granite State Telephone, Sensible Plumbing and Heating, PARC, many businesses, non profit groups and volunteers.

Sherry Burdick, President of the Weare Historical Society, informed the Board that the bathroom in the Stone Building has been completely redone. She has received correspondence informing her that there is money which will be available through LCHIP. LCHIP is state money which comes from the recording of documents, mortgages, and deeds. Ms. Burdick asked the Board if she should apply for the money which can be used on a building for restoration. She is not sure if a specific building will need to be named on the form. Chairman Clow wants to make sure that the Town Hall doors are done this year and there will not be time to allocate the funds for that purpose. Ms. Burdick mentioned the need for a vapor barrier at Clinton Grove. Vice Chairman Butt said that if anyone is applying for a grant, it should go through the Board and they should know the specific building, see the forms, and give specific approval. Ms. Burdick will get the forms and bring them forth to the Board.

Chairman Clow said that the Board discussed starting with a contractor for the Town Hall door project because there is so much work that actually needs to be done before the doors are installed. The Board needs to choose someone knowledgeable to do the project right. Ms. Burdick mentioned removing the cement steps at the Town Hall because they are up against the sills. Naomi Bolton, Town Administrator, spoke with the NH Division of State Resources and was told that replacing the doors does not affect the Town Hall's standing on the State Registry. Ms. Burdick said that a needs assessment needs to be done on the Town Hall to apply for grants through the state.

Amy Lunt, 298 Old Francestown Road, explained to the Board that she has concerns about the road, which is currently being paved. Old Francestown Road serves as a cut through road to many towns and has two really sharp hairpin corners. Ms. Lunt is worried about the traffic going even faster once the road is completed. She has lost several cats due to the speed of travelers on the road. The speed limit is 30 mph, but is not posted on the road. Ms. Lunt thinks that the sharp corners should be posted at 25 mph. She told the Board that last Friday her cat was killed on the road and the person continued to drive off. She looked into ordinances and laws in other towns. Ms. Lunt feels that a hit and run on a domestic animal is a violation and at a minimum the person should call the police to notify them. Chairman Clow said that the lowest speed limit in town is 30 mph, but because of a dangerous curve, it could be posted at a lower speed limit. Chairman Clow said that they can talk to the road agent and the police about the speed limit.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Chairman Clow mentioned that the Board recently adopted the Volunteer Policy which effects appointments and reappointments to committees and boards.

Ian McSweeney would like to be reappointed to the Zoning Board as an alternate. He is moving down to an alternate member at this time because of attendance commitments.

Vice Chairman Butt moved, Selectman Lacasse seconded to appoint Ian McSweeney to the Zoning Board as an alternate. Passed 5-0-0

George Malette has not been appointed to a committee or commission this year. Chairman Clow said that as they appoint Mr. Malette to these two committees they will be mindful of their new policy. Chairman Clow commented that there are seven seats on the Conservation Commission (CC) and only four members. Mr. Malette is interested in continuing on the CC because he said that all land use commissions are connections to the Planning Board. He mentioned the inventory of natural resources and how protecting those natural resources are vital. The mapping of the Natural Resources Inventory was a very long process and the commission has a laptop with GSI mapping capabilities that can now all be done with the software. Vice Chairman Butt commented that there was discussion at a CC meeting regarding an Eagle Scout project to install a kiosk at Ferrin Pond. He would like to have any future kiosks model the kiosk installed at the Woods Forest.

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Selectman Lawton moved, Vice Chairman Butt seconded to appoint George Malette to the Conservation Commission. Passed 5-0-0

The Heritage Commission creation was a recommendation in the Master Plan and a warrant article was written and presented to the Planning Board and Selectmen for approval. Mr. Malette wrote the bylaws and they are filed in the Town Clerk's office. The primary function of the Heritage Commission is preserving and protecting all that is historical and cultural in the town. There are two overlay districts that exist in the town. The Heritage Commission is an official commission in town, is in the state statutes, and has legal standing. The Historical Society is not related to the town, not created by statutes, and is non-profit. The Heritage Commission did submit mitigation for the Peaselee Road Bridge project; the Historical Society did not.

Selectman Lacasse moved, Selectman Lawton seconded to appoint George Malette to the Heritage Commission. Passed 5-0-0

Neal Kurk has served on the Planning Board for six years and currently serves as a full member. Mr. Kurk also serves as alternate on the ZBA and is a member of the Finance Committee, which is appointed by the Moderator. He also serves on the State Legislature and has introduced land use bills brought forth to him by Chip Meany and the police. He has time to devote as a full time member. Mr. Kurk told the Board that he has no conflicts of interest, but would recuse himself from a discussion if one should arise. As a member of the Planning Board he has attended sessions given by municipal associations and when there is a session that deals with new changes he makes an effort to educate himself on areas of the law that pertain to the issue.

Selectman Lacasse moved, Selectman Leary seconded to appoint Neal Kurk to the Planning Board. Passed 5-0-0

Michael Dahlberg is seeking reappointment to the Conservation Commission for his second full term. He likes working with the CC, works with a lot of towns doing conservation easements and land developments through the state, and feels that he is uniquely qualified to assist the CC. Selectman Lacasse asked if there is an overall goal of the Commission in the Town of Weare and what they would like to acquire. Mr. Dahlberg said that they all have ideas of what they would like to have protected if they had an endless source of available funds.

Selectman Lacasse moved, Selectman Leary seconded to appoint Michael Dahlberg to the Conservation Commission. Passed 5-0-0

Frank Bolton has served on the Planning Board for ten or twelve years. Mr. Bolton told the Board that in recent years it has been rewarding for the Planning Board to have time to look at things other than development due to the lack of development. Mr. Bolton feels that the Planning Board has a real opportunity to carry out the wishes of the residents brought forth in the Master Plan in preserving the rural atmosphere in town. They have adopted a water resource document this year. Mr. Bolton thinks he is in sync with the majority in preserving the rural character and would like to remain on the Planning Board. It was discussed that the Master Plan, adopted in 2005, needs to be updated every ten years.

Selectman Lacasse moved, Selectman Leary seconded to appoint Frank Bolton to the Planning Board as a full member. Passed 5-0-0

Chairman Clow swore in Ian McSweeney, George Malette, Neal Kurk, Michael Dahlberg, and Frank Bolton to their appointed committees.

Chairman Clow stated that there are committees and boards with openings.

DPW Updates

Block wall and structure over paper trailer – Tim Redmond, Public Works Director, informed the Board that Selectman Leary and Chip Meany reviewed the site on different days. Mr. Redmond is proposing to install a permanent structure over the paper trailer and needs funding for the construction. He said that a load can be rejected if the paper is wet. He would like to construct a simple frame, they have metal roofing from the Highway Garage that was recycled, and will need precast concrete castings. The block wall can be repaired by

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the DPW crew on a Sunday and Monday by Mr. Redmond and two employees, who will take other days off in exchange. Mr. Redmond is confident that the wall can be removed, excavated, and backfilled in those two days. The Building Inspector suggested purchasing some new blocks, back filling the wall with stone not gravel, and putting a drain at the footing. Mr. Redmond said that they have the stone from road reconstruction funding, but will need to purchase concrete and some blocks in addition to the lumber. He will get pricing together and submit it to the Board.

Concrete repairs to salt shed – The salt shed is presently unsafe. Mr. Redmond has received two quotes with the lowest being from Hadley Enterprises in Weare for \$2,856 with the money to come from the sand/salt line in the budget. Selectman Lacasse prefers the money come from the building and maintenance line and be noted what it was really spent on for record keeping purposes.

Bridge Bond Options – They are not working on the Peaselee Road Bridge project because they ran out of money. An option based on funding is to repair the culvert on Lull Road by pouring concrete on the bottom. The state does not want culverts replaced with culverts, but replaced by bridges. Mr. Redmond will put the numbers together to present to the Board.

Request for a public hearing for insurance check – Mr. Redmond is requesting a public hearing to assign the insurance check for the total loss of plow truck T-2 back to the DPW to use to attempt to purchase a used replacement truck from the NHDOT surplus lot in Concord. The anticipated money is from a private source. Chairman Clow said that the question is if they can spend it on this truck or does it have to go in the general fund. Vice Chairman Butt said that there needs to be a public hearing to accept the money, but not to spend it. It was discussed that DRA would need to be contacted to see if they would allow emergency spending. Vice Chairman Butt said that they would be spending more than what was approved by the voters and would require emergency spending approval by DRA. Mr. Redmond commented that basically this is an insurance check to replace a vehicle. Mr. Redmond supposes that he could find the money within his budget. September 15th is the window of opportunity to purchase a truck at auction. Naomi Bolton, Town Administrator, will get an answer from DRA.

Request funds for DPW shop addition plans – Mr. Redmond he has preliminary estimates on what they would like to do and is asking the Board to approve money for him to design a plan. Chairman Clow said that for many years they have been looking at the old building as something that should be condemned and now they are looking into adding on to it. The Board decided that this discussion will be put on a future agenda.

Baler bid – The baler purchase was approved, but Mr. Redmond told the Board that there is a problem with a vendor that has claimed he was the lowest bidder. Mr. Redmond does not feel that was the case and the bid did not meet the specifications because the bidder is claiming they can turn up the hydraulic pressure to meet the minimum pressure. Vice Chairman Butt said that they are not obligated to accept the lowest bid. Mr. Redmond said he did not include the statement that they have the right to refuse any bids. Chairman Clow said that the Board approved the bid under Mr. Redmond's recommendation.

Block Grant reduction – The Block Grant for road reconstruction was reduced by \$11,160 and will only be funded \$388,839.22. Mr. Redmond asked the Board if they would like to make up the difference and fully fund it from the unreserved fund balance. The Board's response was that they can only fund road reconstruction based on what is available.

Request from Transfer Station employees – The Transfer Station employees are requesting to change the hours of operation to be 7:30 to 4:30 Tuesday through Saturday. This will eliminate the Thursday closing by shortening each of the current open days by one hour each and will result in the employees working five-eight hour days in a row Tuesday through Saturday. Vice Chairman Butt said that they were told that the half of day on Thursday was presented as a need to get maintenance work done without the public. Mr. Redmond said this letter is from the employees, he assumes that the employees can get all their work done during the day with the public there. Instead of being open 32 hours a week to the public, the Transfer Station would be open 40 hours.

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Vice Chairman Butt is not in favor of the change. Mr. Redmond will provide a copy of the employee's letter to the Board for their review and discussion at another time. Chairman Clow said that if there was a change in hours, he would prefer additional hours at the end of the day.

Clear Recycling bags – Mr. Redmond told the Board that he can provide information and bag pricing to them if they wish. He feels that this is needed to decrease solid waste. Vice Chairman Butt said that there needs to be some sort of policy in place. Mr. Redmond thinks people would be on notice if they had to utilize clear bags. Selectman Lawton is not in favor of clear bags because of the cost, but he would be in favor of random inspections. Chairman Clow is not in favor of the clear bags.

Peaselee Road Bridge Historic Mitigation – The historic mitigation is the only piece to be decided so that they can apply to NHDOT for the town's 80% reimbursement for the design and permitting phase of the project. It was discussed that the Weare Heritage Commission's mitigation proposal is a less expensive option. Mr. Redmond said that the Selectmen have to agree to what the Heritage Commission recommends and proceed.

Chairman Clow move, Selectman Lacasse seconded to approve the recommendations of the Heritage Commission for the mitigation of Peaselee Road Bridge. Passed 5-0-0

Winter sand bids – The bids were opened on August 3rd. Mr. Redmond is recommending that the bid be awarded to Mt. William Inc at \$4.10 per yard to have them screen it, load it on the town's trucks and the town will haul it to the town yard.

Selectman Lacasse moved, Selectman Leary seconded to accept the winter sand bid from Mt. William Inc at \$4.10 per yard for Mt. William Inc to screen the sand and for the DPW to pick it up and bring to the town's pit. Passed 5-0-0

Mr. Redmond told the Board that the entrance of Buxton School Road at Old Francestown Road was made into a single entrance. Chairman Clow mentioned the concerns brought forth in public comment. Mr. Redmond said that this change will slow those cars down. Mr. Redmond said that he and the police are aware of the problem and are working towards solving it; they have discussed the possibility of posting 25 mph orange signs.

Selectman Lacasse asked if there was any reported damage from Saturday's storm. Mr. Redmond responded that there were trees on wires on a road, a wash out at the end of Maplewold Road, but no reports of any major damage. He informed Paul King, Emergency Management Director, that there could possibly be \$1,000-\$1,500 in damages.

Conservation Easement – Chevy Hill/Oliphant Property

Andy Fulton said that the CC has been working with Piscataquog Land Conservancy (PLC) on a conservation easement on the Oliphant Property since they purchased it several years ago. The recommendation at the last CC meeting was to bring the easement to the Selectmen for approval and signatures. The land was purchased with the awareness and intention from all parties that the conservation easement would be completed. Mr. Fulton noted that they included the Chevy Hill Town Forest in the easement as well. It was discussed that without the conservation easement the town could do whatever they wanted with the land. Mr. Fulton said that there are many different ways to conserve land and this document would stipulate the uses on this town owned land. There was some private funding for the purchase that came with the stipulation that the conservation easement be finalized.

Paula Bellmore, PLC, said that the language for easement is done in a template and each easement differs in what is allowed or not allowed. Hunting and snowmobiles are allowed. The land owner is the town and they decided how they wanted to have the property treated and used. The Attorney General's office would have to approve any changes or amendments to the easement and would be highly unlikely to be allowed. PLC has the right to work with the town regarding the placement of snowmobile trails on the property. PLC holds the liability and has a stewardship fund. There was fundraising done and the town put money towards the property for the stewardship and PLC does not receive ongoing funds. Ms. Bellemore told the Board that PLC conducts

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annual monitoring and walks the boundaries and interior of the property to make sure the easement is being upheld. If there was a potential violation they would work with the landowner to make sure that the situation is resolved.

Vice Chairman Butt moved, Selectman Lacasse seconded to authorize the Chairman to sign a conservation easement deed on Tax Map 404 Lot 130.1 and Tax Map 404 Lot 127 situated north of Chevy Hill Road in the Town of Weare. Passed 5-0-0

Mr. Fulton said that the CC will be discussing the Class VI portion of Mountain Road where it crosses Peacock Brook. They are looking into how much it would cost to have a low bridge structure at that stream crossing. They will discuss it and presumably have it ready to go out to bid next month and the language stating that they do not have to accept any or the lowest bid will be included. Mr. Fulton told the Board that there are a number of documents including the forest management plans and natural resource inventory projects that still need to get on the website. The Commission has limited funding and might have some funding requests in their next budget for website maintenance. Chairman Clow mentioned the need to notify abutters before a forestry project is done. Vice Chairman Butt commented on the kiosk at the Wood Family Forest and said that he would like to see more of them and would also like to see a parking area.

MANIFESTS

Checks dated: July 26, 2012

Weekly Payroll	\$46,457.72
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Checks dated: August 2, 2012

Weekly Payroll	\$41,704.76
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EMT/Fire	\$7,033.07
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Fire Monthly	<u>\$6,325.81</u>
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Total	\$55,063.64
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Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated August 9, 2012. Passed 5-0-0

Accounts Payable	\$1,035,254.76	(Weare School \$350,000, John Stark \$500,000)
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Gross Payrolls	<u>\$44,459.71</u>	(Includes taxes, credit union, police detail)
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TOTAL	\$1,079,714.47
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Also, to order the Treasurer to sign payroll checks dated August 16, 2012, that will include payment for weekly wages and matching taxes. Actual amounts paid and reports backing up the numbers will be disclosed at the next scheduled Board meeting.

MEETING MINUTES

Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of July 16, 2012 as printed. Passed 5-0-0

POLICE DETAIL GUIDELINE DISCUSSION

Chairman Clow said that the Board received information from other towns regarding their detail guidelines and they also have previous information from NHDOT. The Board is considering using the guidelines from the Town of Auburn as a baseline document and revising it for usage in the Town of Weare. The Board discussed the need to hire a police officer or certified flagger for road work detail because of safety issues. If they specify certain roads needing a detail, the road should be specified no matter if it is a private company doing the work or the Town of Weare. The guidelines say that the state is exempt and that the liability lies with the state for all state roads. The state utilizes certified flaggers. Selectman Lacasse feels they need to look at a map of the town roads and asked if it would make sense to have a work session with the Board, Mr. Redmond, and the Police Chief. If the town has an ordinance that specifies the roads that require flaggers there needs to be a point of

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contact for unique situations that may arise. The Board decided that they will use the Town of Auburn's guidelines as a baseline in which to build from for the Town of Weare. Naomi Bolton, Town Administrator, will obtain a street map from SNHPC to provide to the Board. Chairman Clow would like to have research done on the RSA's cited in the baseline guidelines document. This discussion will be put on the next Selectmen's agenda. Naomi Bolton, Town Administrator, will confirm that Auburn is all right with Weare using their guidelines as a baseline.

ADMINISTRATIVE REPORT – Naomi Bolton, Town Administrator, presented the 2012 Quarterly Budget Review to the Board and said that she met with the three larger departments. Bob Vezina had put together a balance and causes for over expenditures that he had explanations for. She reviewed the budget with Tim Redmond, but nothing was put down on paper. He did save \$3,000 on the landfill form now that he is certified. Chief Begin was sent a list of items and is concerned with the server maintenance line. Mr. Grattan went to Police Department today and is willing to come to the Board with his suggestions. Mr. Grattan will not charge the town because he is a resident and feels he should provide the information. Mr. Grattan will also look at some things at the Town Office Building. Naomi Bolton, Town Administrator, told the Board that she would like to progress on the server project. She noted that the cost of gasoline has leveled out, heating oil could be a concern for some of the buildings, and electricity will increase when the trucks get plugged in during the cold weather. Chairman Clow would like to ask the Finance Administrator to send a detailed report to each Board member each month as it is closed out.

Naomi Bolton, Town Administrator, asked the Board if they want to move forward on the Town Hall doors. Rogue Valley would make the doors out of fir. There are approved general contractors on the town's approved vendor list and Naomi Bolton, Town Administrator, will forward the list of general contractor's to Selectman Lacasse.

Maureen Bilodeau, Town Clerk, needs to know who will be working at the primary on Tuesday, September 11th 7:00 a.m. to 7:00 p.m. and also on November 6th from 7:00 a.m. to 7:00 p.m. Two Selectmen are required to be there at all times. Chairman Clow said that he can put in a significant amount of time. Voters will need to present identification to vote in the November 6th election. The Board will work out the schedule.

Naomi Bolton, Town Administrator, told the Board that Eagle Scout, Justin DaCosta, has asked the Board to look at the stakes he used to mark three locations and decided which location they would prefer for his Eagle Scout project. Chairman Clow has some concerns with the amount of projects there can be in the area around the center of the common and around the Stone Memorial Building; he is also concerned with maintenance. Selectman Lacasse said that the Board can be proactive by having a list of things that they would like to have done. Vice Chairman Butt mentioned that the Eagle Scout approached the American Legion and was rejected by them for his dog tag project.

Due to the Labor Day holiday, the Board will meet on September 10, 2012 and September 17, 2012.

Naomi Bolton, Town Administrator, told the Board that a meeting was held with Jenn Wates from DES; Capital Well; Tim Redmond, Chip Meany and Chuck Metcalf regarding the well at Chase Park. The meeting went well and they were able to find the plan for the old septic system which was installed in 1975. They located the well and a 125 ft protective radius is required, but is not going to happen; DES will provide a waiver. The public water source will be subject to water testing. The Dig Safe clearance was issued today and once Mr. Redmond gets the paperwork to DES it will be expedited. Mr. Redmond will excavate from the well to the restrooms and it will all be done in one day.

Naomi Bolton, Town Administrator, distributed a draft RFP for assessing and told the Board that real numbers have been provided and can be discussed at another meeting.

The monthly advertisement renewals are on the website and the Goffstown News will run something this week. The disclaimer will state that the town is not promoting the business. They are hoping to start the advertising in the motor vehicle renewal letters in September. Approximately 450-500 renewals are sent out each month.

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Naomi Bolton, Town Administrator, told the Board that she looked into the complaint they received regarding the hours of operation of gravel pits. There are four gravel pits in town that all run the same hours 7-5 Monday through Friday and 7-12 on Saturdays. No Sundays or Holidays. The complaint they received involved an instance when a gentleman was hauling material from his own pit in New Boston. Chairman Clow said that if all the gravel pits in town are hauling the same hours, they can't arbitrarily change them. Naomi Bolton, Town Administrator, will write a letter to the resident that complained and explain the situation of the gravel being hauled in by hauler from another town.

Correspondence was received from a resident of Weare regarding website a design. The individual is volunteering to create a website for the Town of Weare at no cost to the town as long as she can put her name on the website. The individual will supply examples of web pages that she has designed.

CORRESPONDENCE – Vice Chairman Butt commented on the last two monthly reports from Wendy Rice that document a really detailed problem she is having with software and the fact that the software company is going out of business; she is waiting for a decision. Naomi Bolton, Town Administrator, said that Wendy's computer is reaching the end of its life and they don't want to get new software on the old computer and was hoping to get the server done first.

Selectman Leary told the Board that he did go up to the Transfer Station and reviewed the wall and the cover over the paper trailer. He feels that the work definitely needs to be done.

Chairman Clow moved, Selectman Lawton seconded to enter into non public session @ 11:07 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Vice Chairman Butt seconded to come out of non public session @ 11:45 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary