

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
July 16, 2012

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

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Chuck Metcalf, Sharon DeStefano, Tyler DeStefano, Robert DeStefano, Jan Snyder, Stuart Richmond, Jack Dearborn, June Purington, Deb Brown, Gene Propper, Scott Wilibe

**7:00 p.m. Chairman Clow called the meeting to order.**

Chairman Clow explained that the Board wanted to complete the town's Volunteer Policy before reappointing any volunteers.

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

Chairman Clow said that Mr. Dearborn mentioned that he did not think it was a good idea to have the Chairman sign off on a volunteer form and the Board decided not to initiate that rule. Mr. Dearborn was asked what is keeping him interested in the Zoning Board and he responded that it is his way of giving back to the community.

**Selectman Lacasse moved, Vice Chairman Butt seconded to appoint Jack Dearborn as a full member to the Zoning Board. Passed 3-0-0**

Chairman Clow note that Stuart Richmond was on the Zoning Board years ago. Mr. Richmond said that he has already served twice previously and has been asked to participate again as an alternate, but will serve as a full member.

**Vice Chairman Butt moved, Selectman Lacasse seconded to appoint Stuart Richmond as a full member to the Zoning Board. Passed 3-0-0**

Chairman Clow asked if the workload of the Zoning Board is affected by so little building in town. Ms. Purington said the case load is much less the last couple of years.

Vice Chairman Butt asked if there is any pending litigation. Mr. Dearborn said there is one case before the town related to zoning. Mr. Dearborn told the Board that the Zoning Board will be taking August off because there are no cases to be heard.

**Selectman Lacasse moved, Vice Chairman Butt seconded to appoint June Purington as a full member to the Zoning Board. Passed 3-0-0**

**Chairman Clow swore in Jack Dearborn, Stuart Richmond, and June Purington as members of the Zoning Board.**

Chairman Clow noted that they cannot sign the Hazard Mitigation Plan because it does require a public hearing.

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**AWARD DRILLED WELL BID AT CHASE PARK** – Chuck Metcalf told the Board that they have always had issues with the water at Chase Park. The pump has been re-primed twice this year so far. The Committee decided that the best solution would be to put in an artesian well at Chase Park and it will need to be winterized in the fall. The well went out to bid and the Town Administrator sent out RFPs to several places and they received the following three bids:

Dragin Geothermal Well Drilling, Inc. \$9,620.00

Capital Well Company, Inc. \$10,843.00

Contocook Artesian Well Co., Inc. \$14,056.85

Mr. Metcalf told the Board that Dragin appears to be the lowest, but their bid does not include all the hookups in the actual bath house. The other two bids are a turn key operation. There is currently \$22,698.76 in the Chase Park Repair and Maintenance Fund.

Vice Chairman Butt asked if they would plan to fund the fund next year. Mr. Metcalf said that he does not see anything coming up next year to eat up the remaining \$10,000 because this should eliminate the need to purchase pumps in the future.

The issue of vandalism was raised and Gene Propper explained to the Board that the last case was very frustrating because no one knew what the situation was. The line was disturbed and a neighbor told Mr. Propper that he saw the hose out of the lake. Mr. Propper said this particular case could be considered vandalism. He emailed Chief Begin, but did not get a response.

Vice Chairman Butt asked if they would consider putting in a water bubbler at Chase Park. Mr. Metcalf feels that they would have to check with DES because it would fall under the states water testing requirements and could cost \$1,200 annually for the testing. The water bubbler at Bolton Field was not installed by PARC and is only being tested for standard analysis. Mr. Metcalf said that DES needs to be involved with the drilling of the new well, and he will ask them about the water bubbler.

Tim Redmond is certified in water testing and does the testing for the Town Hall and Town Office.

Mr. Metcalf said that PARC's prime purpose is to have water for the restroom facilities.

Capital Well's estimate is based on a depth of 400 ft.

**Selectman Lacasse moved, Chairman Clow seconded to award the drilled well at Chase Park to Capital Well Company Inc. at a cost not to exceed \$10,843 with the funds to be expended from the Chase Park Repair and Maintenance Fund.**

Selectman Lawton noted that if they need to drill farther than 400 ft then the money will not be available with the above motion.

Chairman Clow mentioned that they could include a stipulation that if they don't hit water at 400 ft to keep drilling and the Board will approve the additional expense at their next meeting.

Mr. Metcalf asked if the town should have a representative there while the well is being dug.

It was discussed that Capital Well came up with a depth of 400 ft from his own data of wells dug in the area.

**Vice Chairman Butt amended the motion to not exceed the amount of \$14,000 and to include the water bubbler. Passed 4-0-0**

Mr. Metcalf told the Board that he received the finalized Volunteer Policy and questions that PARC and only PARC volunteers will require a background check. Chairman Clow read aloud the Volunteer Policy section regarding background checks which applies to any volunteer that will have contact with children and the elderly. The town will bear the cost of the background checks.

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Mr. Metcalf stated that Purington Field is not in the queue for any work. PARC is working towards additional fields at Ineson Field. Chairman Clow said there is a well at Purington that was installed when the field was put in, but it was never used. He said that it might still be a functioning well and just need a pump to be able to use it for the purpose of irrigation.

Mr. Propper said that over the weekend they received two complaints, both of which were in regards to swearing and vulgarity by young adults. The complaints were brought to the attention of Chase Park staff. Vice Chairman Butt said that the police should be utilized as a backup if they do need to remove someone from the park.

Mr. Propper said that there are signs posted stating no alcohol and no pets; but those rules have been broken.

**EAGLE SCOUT PROJECT DISCUSSION** – Tyler DeStefano told the Board that he has been a Scout for ten years and is currently working towards his rank of Eagle Scout. He is seeking approval for his Eagle Project to place a flag pole at the Town Hall which will be lighted by solar or electric with a photo eye controller. The flag pole will have an internal rope and the project would comply with the Town's guidelines for displaying flags on town property. He will need to remove and place elsewhere the shrub and daylilies near the driveway. The cobblestone area surrounding the flag pole will need to be level. Tyler DeStefano said that he received a quote for the fiberglass flagpole. The cobblestones or old city bricks will be engraved as part of his fundraising efforts. He will be selling the bricks for \$35.00 each.

The flag pole will be 35 feet in height. It was discussed that the flag pole will need to be of commercial quality. The flag pole will be installed between the Town Hall sign and the driveway.

Chairman Clow said that it would need to be a high quality pole and the height is a consideration. He also noted they need to be very careful of these projects, be mindful of the Scout proposing the project, and any coordination of the projects in the future.

The total cost of the proposal is \$3,500. Tyler DeStefano explained that he will have a table set up at Old Home Day to sell cobblestone and/or bricks. He would like to complete the project in 2013.

It was discussed that any proposal to light the flag pole should be discussed with the neighbor's of the Town Hall. Mr. Metcalf noted that there is already a light in the location.

**Selectman Lacasse moved, Selectman Lawton seconded to approve the Eagle Scout Project presented by Tyler DeStefano and discussed to include a 35 ft commercial grade flag pole to be installed in front of the Town Hall with the height to be consulted with the flagpole distributor. Passed 4-0-0**

Tyler DeStefano asked the Board to sign a form so that he can move forward.

**POLICE DETAIL GUIDELINE DISCUSSION** – Chairman Clow said that the State has a policy that was signed in 2009 defining when it is appropriate to use flaggers or certified officers for detail work. The Police Chief reviewed the policy with one other officer and came back with a revision, which makes mention of the DOT guidelines but does not parallel them. Vice Chairman Butt would like to ask the Police Chief how many times he uses signed flaggers or a combination of a flagger and an officer. Chairman Clow said he does not think the police detail would hire a flagger, only a private company would hire a flagger. The State policy has a revision date of 02-07-11. DOT guidelines state that flaggers will be the primary means of traffic control in work zones and uniformed officers will be utilized if speed control or law enforcement is necessary. Vice Chairman Butt told the Board that he just wanted to bring it forth to make everyone aware and possibly take action on it after the audit. It was discussed that the town could create an ordinance. Chairman Clow said that paralleling the DOT guidelines will give the town credibility. The Board would like to see the policies of Goffstown regarding traffic control during construction.

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### MANIFESTS

**Checks dated: July 12, 2012**

**Weekly Payroll \$45,872.40**

**Chairman Clow moved, Selectman Lacasse seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated July 19, 2012. Passed 4-0-0**

**Accounts Payable \$1,819,570.58** (Weare School \$1,300,000) (John Stark \$350,000)

**Gross Payrolls \$49,396.09** (Includes taxes, credit union, police detail)

**TOTAL \$1,868,966.67**

**Also, to order the Treasurer to sign payroll checks dated July 26, 2012 and August 2, 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 9, 2012 as amended. Passed 4-0-0**

### ADMINISTRATIVE REPORT

The quote for the Town Hall doors increased from \$5,981 to \$7,930 and the hinges from \$30 each to \$32 each. It was discussed that a general contractor will need to be hired, by formal bid process, to install the doors and repair the frames and threshold. Naomi Bolton, Town Administrator, will find out if changing the doors affects their status with the Historic Resources Registry. She will also find out exactly who will be building the doors. Selectman Lacasse noted that it does not make sense that they are having doors built to fit the current openings before the openings have been repaired. The Board would like to work with one key individual to complete the entire project as a general contractor. Selectman Lacasse said that he could have some representatives come in, review the site, and make recommendations to the Board and then they would have the information needed to put the entire project out to bid.

A resident of Riverdale Road has submitted a letter to the town regarding unruly truck traffic on the road. Vice Chairman Butt mentioned that a truck study might need to be done. The resident informed the Town Administrator that on a Saturday one particular hauler went up and down her road approximately 25 times. Vice Chairman Butt would like to know which gravel pits are open on Saturday in town. Gravel permits run from 7:00 am to 5:00 p.m. and the resident is asking for a change to 7:00 am to 3:00 pm. The resident suggested posting the trucking rules on the road. Naomi Bolton, Town Administrator, will provide the Board a list of hours of operation for all gravel pits.

A letter was received from the Department of Corrections informing the Town that the Community Service Program has come to an immediate and indefinite suspension due to budget constraints.

Naomi Bolton, Town Administrator, stated that the Selectmen are the regulators of gravel pit operations. The town has a Reclamation Bond on Daniel's Gravel Pit that has been inactive. Michael Brown, JMC Company, asked for an inspection of the reclamation so that the money can go back to the Daniel's. The Code Enforcement Officer inspected the gravel pit and recommends that the pit be formally closed and the reclamation bond released.

**Selectman Lacasse moved, Chairman Clow seconded that the Board of Selectmen deem Daniel's Gravel Pit formally closed and release the reclamation bond for Map 411 Lot 191. Passed 4-0-0**

Naomi Bolton, Town Administrator, presented the Board with a spreadsheet she created regarding the replacement of the server at the Police Station. Spaulding Hill Networks, LLC was the low bidder of \$15,612, which included \$6,600 for managed services plan and 9,012 for equipment. Summit Computer Services bid was \$14,941.08. She spoke to Spaulding and their bid includes a two year manufacturers warranty for the

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equipment. Spaulding did not come down and see what was currently at the Police Department. There are fifteen workstations at the Safety Complex that would utilize this server. The Board feels that hiring an IT professional, as a consultant to write the RFP, may be necessary.

Naomi Bolton, Town Administrator, mentioned that she was told by Sequoya that an audit will need to be done to determine if the hardware is compatible with the new software. Vice Chairman Butt mentioned that an audit was completed three years ago on all the hardware and software at the Town Office Building. Naomi Bolton, Town Administrator, will do further research and come back to the Board.

**Chairman Clow moved, Selectman seconded to enter into non public session @ 9:17 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 Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 9:45 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Vice Chairman Butt moved, Selectman Lacasse seconded to seal and restrict the minutes of the non-public session. Passed 4-0-0**

## **ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary