

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
July 15, 2013**

**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:** Christine Quirk, Virginia Stewart, Robert Bradshaw, Thomas Quirk, Troy Fields, Linda Fields, Dottie Charest, Wayne Charest, Robert Charest, Chantel Kelley, Thomas Ouellette, Jennifer Ouellette, David Cassaraugh, Jonathan Russell, Laura Bernard, Maggee Moriarty, Rachel Wilkins, Cailynn Carter, Glenn Bernard, Marissa Charest, Barry Charest, Art Walker, Tim Redmond, Sharon DeStefano, Terry Belleville, David Lunt.

**NON-PUBLIC SESSION**

**Selectman Lacasse moved, Chairman Clow seconded to enter into non-public session @ 6:30 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**

**Selectman Lacasse moved, Chairman Clow seconded to come out of non-public session @ 7:18 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**

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

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

**SWEARING IN OF PART TIME POLICE OFFICER**

Art Walker introduced Barry Charest to the Board of Selectmen. Mr. Walker highly recommends Mr. Charest as a part time officer. Mr. Charest was a Sergeant First Class in the U.S. Army and helps to operate the Friendly Beaver Campground, which is their family business. A detailed background check was successfully completed as well as medical, physical, and psychological exams, and a polygraph. Chairman Clow explained that Mr. Charest was interviewed by the Selectman two weeks ago in non public session.

**Selectman Lacasse moved, Vice Chairman Butt seconded to hire Barry Charest as a part time officer at a rate of pay of \$14.08 per hour. Passed 4-0-0**

Chairman Clow swore in Barry Charest as a part time Weare Police Officer.

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

Discuss Animal Control Officer (ACO) – Mr. Walker explained to the Board that there is currently only one ACO, who is paid a minimum of 2 hours for a call at \$10.56 per hour. In the past there were three different ACO officers at the same time, which is very cost effective. Mr. Walker is trying to get permission to hire a second ACO paid at the same rate and working at the same schedule. The current ACO approached Mr. Walker

## FINAL

explaining that she would like to have some relief. Hiring a second ACO would not change the cost, but would alleviate a lot of pressure from the primary ACO. There are interested candidates. The ACO's would set the schedule and inform the department of their schedule, which will reflect the needs of the town. The Board was in favor of hiring a second ACO.

### Discussion with the Director of Public Works

Mr. Redmond informed the Board that there are sixteen piles of firewood ready at the Transfer Station for the firewood raffle. Each pile is approximately  $\frac{3}{4}$  of a cord. Mr. Redmond asked for advice on how they are going to handle people removing the 8-10ft logs from the Transfer Station. It was discussed that advice they received from Primex last year was not to have people cut the wood on town property. Mr. Redmond said that the Public Works Department would be taking on a big responsibility to cut the logs up, but he will do so if instructed. Mr. Redmond will bring forth a waiver.

Town Administrator Bolton mentioned the Purchase Order System. Mr. Redmond said that the Highway Department is not using the Purchase Order System because they are busy and just do not use it. He monitors every line and every receipt and feels that for the number of receipts they generate it would be cumbersome to use the system. Vice Chairman Butt commented that at a staff meeting months ago, the department said that they would use the system and come back to discuss it in 3 months. It was mentioned that blanket POs will need to be used. Vice Chairman Butt said that they will have to work it out, but the Board wants to have control of the money and the Purchase Order System helps to inform the Board of what is in the budget and being spent. Chairman Clow said that if a line is going to be overspent and a PO is issued then they can stop the purchase before the line is overspent. Vice Chairman Butt said that the system is a valuable tool and needs to be worked out. Chairman Clow noted that the town invested a lot of money in software to get a handle on purchases before they were made, not after the fact. They have been trying to implement the system throughout all town departments for over 4 years. A PO needs to be generated and cleared through Finance before the purchase can be made and there can be general open-ended POs for small re-occurring purchases. If there is an emergency a PO number can be issued immediately. Mr. Redmond said that he looks at his numbers before he purchases something and knows the balances in his lines. Vice Chairman Butt would like the Purchase Order System utilized. Mr. Redmond was directed to use the system and the Town Administrator will arrange the training.

### MANIFESTS

**Checks dated: July 3, 2013 and July 11, 2013**

<b>Weekly Payroll</b>	<b>\$36,344.65</b>	(Retirement Payout)
	<b><u>\$43,172.25</u></b>	(July 11, 2013 check date)
<b>Total</b>	<b>\$79,516.90</b>	

**Chairman Clow moved, Selectman Lacasse seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated July 18, 2013. Passed 4-0-0**

<b>Accounts Payable</b>	<b>\$1,897,067.69</b>	(John Stark \$450,000 and Weare \$1,250,000)
<b>Gross Payrolls</b>	<b><u>\$41,497.14</u></b>	(Includes taxes, credit union, police detail)
<b>TOTAL</b>	<b>\$1,938,564.83</b>	

**Also, to order the Treasurer to sign payroll checks dated July 25, 2013 and August 1, 2013 that will include payment for weekly wages and matching taxes. In case invoices are received that need to be paid before the Board's next meeting, the Board orders the Treasurer to sign payable checks dated August 1, 2013 up to, but not exceeding \$25,000. Actual amounts paid and reports backing up the numbers will be disclosed at the next scheduled Board meeting.**

Town Administrator Bolton noted that the MRI contract may need to be paid, there are five weeks in the month, and typically there are utilities that need to be paid by the end of the month so no late charges are accrued.

### MEETING MINUTES

## FINAL

**Chairman Clow moved, Selectman Lawton seconded to approve the minutes of July 1, 2013 as amended. Passed 4-0-0**

It was noted that the minutes of April 8, 2013 were approved as amended, but were never finalized on the town website.

**Chairman Clow opened the public hearing at 7:57 p.m.**

**PUBLIC HEARING to hear public testimony and comment on the acceptance of FEMA funds in the amount of \$47,094.58 for disaster #FEMA-4105-DR-NH was declared on March 18, 2013 for the period covering February 8-10 due to the record snowfall in Hillsborough County**

Mr. Redmond presented a copy of the FEMA check to the Board. He explained that on March 21<sup>st</sup> after multiple submittals and re-submittals the State Emergency Management proof was satisfied. The total cost of \$62,792.77 reflects 75% reimbursement which included \$8,502.75 in overtime for employees and other employees at straight time, \$24,139 in material, \$29,751.02 in equipment, and direct administrative costs of \$400. Selectman Lacasse asked what makes up the \$29,000 in equipment. Mr. Redmond explained that they are given an equipment cost sheet by the state and use those codes to keep track of all the equipment used during that 48 hour period. Selectman Lawton asked what was unique about that storm that FEMA got involved. The Governor declared a state of emergency which opens up the ability to apply and the President also declared a state of disaster for NH from that storm. Chairman Clow said that once accepted the money goes into the general fund and the history has been that the money is used for something for that department. In the past FEMA money was used to purchase a chipper because it was related to the need of that particular storm. Vice Chairman Butt said that it is likely that if there is no need the money will be returned to the tax payers for tax relief.

**Chairman Clow closed the public hearing at 8:02 p.m.**

**Vice Chairman Butt moved, Selectman Lawton seconded to accept the \$47,094.58 from FEMA for disaster relief. Passed 3-1-0; Selectman Lacasse was opposed.**

Vice Chairman Butt would like to appoint two members to the Shift Schedule Committee.

**Vice Chairman Butt moved, Selectman Lacasse seconded to appoint Jack Dearborn and John Foss to the Shift Schedule Committee for the Weare Police Department. Passed 3-0-0; Selectman Lawton was out of the room.**

## **TAX DEEDING DISCUSSION**

**Chairman Clow moved, Selectman seconded to enter into non-public session @ 8:07 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 Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 8:55 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**

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

Chairman Clow explained that the Board and the Tax Collector discussed various options for setting up payment plans for those behind on their taxes. The Municipal Resources Incorporation did a study of the town's process and made recommendations. They will start by using an application process. The first half is filled out by the applicant. It then comes to the Tax Collector and Board for approval. The Board then has the option of revising the payment plan to realistically bring down the total amount.

## **ADMINISTRATIVE REPORT**

## FINAL

Eagle Scout Project – The plaque will read “In memory of all who served from the Town of Weare” in all capital letters. The plaque would be embedded in the ground and stick up approximately 6 inches. Selectman Lawton noted that there is no indication at that site that it is a memorial.

Government Building and Maintenance Projects – The Library roof has not been started. The contractor had informed Town Administrator Bolton that the shingles the Library chose are light blue. The Board feels that the roof should match other public buildings. The contractor did look at the gazebo and quoted a price of \$700 for time and material to patch the roof and copper top.

Capital Reserves – Vice Chairman Butt said that at the last meeting they discussed listing the capital reserves with commitments. Town Administrator Bolton said that it hasn't been done yet, but it will. Chairman Clow said that they need to know how much money is available in the funds to make decisions. Vice Chairman Butt does not want to spend all of the Mildred Hall Fund on the Town Hall doors and feels that they should look at a portion out of the Mildred Hall Fund and seek other sources.

Town Website – There is a license and service agreement from Virtual Town and Schools for the town website, but it is not known where the money will come from. The initial set up for the website is \$4,000 and the annual support is \$2,000, which will be invoiced separately. Chairman Clow asked if there is a computer line or tech line somewhere in the budget that they can utilize. Each department has some computer and IT in their budget. There is a line for Professional IT Service in the Selectmen's budget and they can assign the expenditure to that line, which will over spend the line and then the money will have to be found within the budget.

**Selectman Lacasse moved, Vice Chairman Butt seconded to have the Chairman sign the licensing agreement with Virtual Town and School for a one time charge for the development of the website of \$4,000 and an annual support fee of \$2,000 to be spent from line 01-413110-622 for Professional IT Service. Passed 4-0-0**

Town Administrator Bolton told the Board that LGC would like the Board to decide whether they would like their share of the Contribution Holiday in the amount of \$54,387 in the form of a credit or a check. If they would like a credit they need to notify LGC in writing by August 16<sup>th</sup>.

**Chairman Clow moved, Selectman Lacasse seconded to apply for the \$54,387 credit towards the Health Trust Health Insurance rather than receiving a check. Passed 4-0-0**

**OTHER BUSINESS** – Vice Chairman Butt requested that a meeting be coordinated with Art Walker and the two representatives from the Shift Schedule Committee. Chairman Clow will attend the meeting as well.

**Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 9:42 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 @ 10:05 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**

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

## ADJOURNMENT

A True Record.

---

Cherry Palmisano, Recording Secretary