

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
July 1, 2013**

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

**RECORDING SECRETARY:** Naomi Bolton

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Arthur Walker, Alan Gould, Tim Redmond, Jan Snyder, Hugh Durack, Janet Brown, Judy Rogers, Don Rogers, John McCausland

**6:00 p.m. Chairman Clow called the meeting to order.**

**NON PUBLIC SESSION:**

**Chairman Clow moved, Selectman Leary seconded to enter into non-public session @ 6:00 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes. Passed 4-0-0 (Selectman Lacasse entered the meeting at 6:05 PM)**

**Chairman Clow moved, Selectman Leary seconded to come out of non-public session @ 6:12 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse – yes. Passed 5-0-0**

Chairman Clow noted that the purpose of the non-public session was to interview a candidate for the Police Department.

**Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 6:13 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; Chairman Clow – yes; Selectman Leary – yes. Passed 5-0-0**

**Chairman Clow moved, Vice Chairman Butt 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; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse – yes. Passed 5-0-0**

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

**DEPARTMENT HEAD AND COMMITTEE ITEMS:**

**Increase Storage Capacity in Police Department at Safety Complex** – Interim Police Manager Art Walker was present to seek permission from the Board for an improvement at the safety complex. Currently the internal storage situation in the Police department is very limited. They have made many attempts to consolidate items that they are required to store per state statute and the department policy. Unfortunately they

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are out of room. Officer Montplaisir came up with a plan to increase the storage place by putting up a wall in the booking area and creating a large walk in closet. The original plans for the building called for three cells, but due to an already limited work area the third cell was dropped. This works out well for the department. The officers will build a single wall with a door and redirect the lighting in the ceiling to provide much needed storage space. The Weare Police Association has \$200 for the project and they will be getting all the lumber donated by Lowes Store. All the labor from the officers is donated and the electrical work to redirect the lighting fixture will be donated by Officer Montplaisir's uncle. Mr. Walker stated that Chip Meany, Code Enforcement Officer and Fire Chief Bob Vezina have looked at the concept and approved it.

**Chairman Clow moved to accept the \$200 donation from the Weare Police Association and the donation of building materials from Lowes Store for the creation of a new wall in the booking area at the Police Department; Selectman Lacasse seconded the motion. Passed 5-0-0**

**Promote DPW employee to operator position** – Tim Redmond, Director of Public Works, said that he has an open operator position. He posted the notice internally and he would like to have the Board promote Marty Fisher. Mr. Fisher has been with the Public Works Department since August of 2011. The operator rate would be \$14.70 per hour.

**Selectman Lacasse moved to promote Marty Fisher to equipment operator at a rate of \$14.70/per hour; Selectman Leary seconded the motion. Passed 5-0-0.**

**CRRA Contract** – Tim Redmond, Director of Public Works stated that the trash contract fell a few percentage points short. He believes that the contract will get extended and the extension will go through. They got 55% and needed 58%. Concord, Henniker and Dunbarton are just a few that are leaving, but everyone is in through the end of December of 2014.

**Cordwood cut** – Vice Chairman Butt asked about getting this cordwood put together so that we could move forward and advertise for the cordwood giveaway again. The cordwood has been down at the Transfer Station for over a year and he would like to see it get done by fall. Mr. Redmond stated that he will get the piles put together and we can move forward and initiate the process.

### **STONEWALL REMOVAL FOR DRIVEWAY PERMIT-LAFRANCE ROAD:**

Hugh Durack is present to request permission from the Board to remove approximately 20 feet of the stone wall. He would take the 20 feet he is removing and put it on the end of the existing wall to extend it. It is an existing driveway and he is looking to move it to make it safer, it was horrible last winter. The Planning Board approved the request on May 23, 2013.

**Chairman Clow moved to authorize the removal of 20 feet of stone wall to provide a new driveway access for property located at 26 Lafrance Road, Selectman Lacasse seconded the motion. Passed 5-0-0.**

### **MRI DISCUSSION REGARDING POLICE CHIEF SEARCH:**

Alan Gould from MRI was present to discuss a professional service agreement for the recruitment and selection of the Town's next police chief. The cost of the professional agreement would be \$5,000. The scope of work was detailed in the agreement. Mr. Gould explained that it will probably take approximately 90 days from start to finish and that could be extended depending upon the candidate. Vice Chairman Butt stated that he would like to see this get moving but he would like for the Board to be kept abreast all along the way. Mr. Gould stated that would not be a problem he would supply updates to the Town Administrator.

**Vice Chairman Butt moved to accept the Professional Services Agreement provided by Municipal Resources, Inc. (MRI) for recruitment and selection of the Town's next Police Chief at a cost of \$5,000 and to include the option of \$1,200 for a complete detailed background investigation on the selected candidate, Selectmen Leary seconded the motion.**

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Selectman Lacasse asked if the \$1,200 had to be decided upon tonight or could it be added at a later date. Mr. Gould responded that it could be added later.

**Vice Chairman Butt agreed to amend the motion to remove the \$1,200 for the detailed background investigation on the selected candidate, Selectman Leary seconded the amendment. Passed 5-0-0.**

Mr. Gould stated that he will get started on the advertisement but he likes to include the salary requirement or a ballpark number. The Board agreed to indicate that the range can be quoted as \$70,000.

### **PART TIME POLICE CANDIDATE:**

Vice Chairman Butt expressed his concern with the potential hire for a part time officer that they met with earlier this evening. The concern is that he is not experienced and will need training, but if that is all we get, and then maybe that is it. The consensus of the Board was to invite him back to the next meeting to be officially sworn in.

### **PUBLIC HEARING:**

**Chairman Clow opened the public hearing for the purpose of hearing public testimony and comment on the proposed transfer of two funds (the Hillside Cemetery and the Swanberg Scholarship Trust) from private sources to the Trustees of Trust Funds**

The Hillside Cemetery will be discussed first. Don Rogers, trustee of the Hillside Cemetery stated that they have a block of money, currently privately handled that they would like to turn over to the Trustees of Trust Funds to manage. Hillside Cemetery is a private cemetery located on Route 149. The trustees have voted to transfer the endowment funds they presently hold to the Trustees of Trust Funds, which presently hold additional endowment funds. This transaction is purely to facilitate the financial management of these funds; it does not give the Town any obligations with respect to the management of the cemetery. The Hillside trustees will continue to be responsible for cemetery management and expenses, calling on the Trustees of Trust Funds for funds as needed in the same way that other entities in this position presently do. The Trustees of Trust Funds are able to secure more professional management and a better return on investments than the Hillside trustees can do on their own. Mr. Rogers feels it is right for the Town. They just entered into a new two year lawn care contract for \$6,800. There are no more lots for sale and they are looking into a possible expansion.

John McCausland, Chairman of the Trustees of Trust Funds stated that these funds will be pooled with all the other funds, right now they have about \$1.8 million dollars. They will get protection and also be able to take advantage of capital gains. Citizens Bank manages all the funds right now.

**Vice Chairman Butt moved to authorize the transfer of the Hillside Cemetery Endowment Funds to the Trustees of the Trust Funds, Selectman Lacasse seconded the motion. Passed 5-0-0.**

The Swanberg Scholarship Trust was established in 1986 by two Weare residents, Vin and Catherin Swanberg, for an annual scholarship for a mathematics student at John Stark Regional High School. The trustees of the Swanberg trust have been three individuals, most recently Nancy Brennan and Richard Ludders from Weare and Lisa Hustis of Henniker. These trustees have resigned in favor of the Trustees of the Trust Funds, with the funds being transferred to the Town Trustees. The scholarship will continue to be awarded by a committee designated by the Swanberg Trust, consisting of officials of John Stark Regional High School. No costs will be incurred by the taxpayers of Weare. Mr. McCausland stated that they are not getting any significant return and they are looking to diversify. The Trustees of Trust Funds presently hold endowments for two other scholarships, the Perigo and the French scholarships, so this will simply be another such case.

**Selectman Lacasse moved to authorize the transfer of the Swanberg Scholarship Trust to the Trustees of Trust Funds, Selectman Leary seconded the motion. Passed 5-0-0.**

**Town Hall Door Discussion** – Chairman Clow stated that he spoke with Sherry Burdick who has concerns with the specs for the Town Hall doors, so he met with Sherry and Chip Meany, Code Enforcement Officer to

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discuss the concerns. Ms. Burdick then got Dr. Garvin involved to look at the Town Hall. Dr. Garvin worked for the New Hampshire Division of Historical Resources as a State Architectural Historian for 24 years (1987-2011). Dr. Garvin, Ms. Burdick and Chairman Clow met at the Town Hall last week and went upstairs as well. He was shown the drawing of the old building and agreed to make some sketches for us. He sent Chairman Clow a preliminary sketch. Chairman Clow would like to have a second meeting with Dr. Garvin to focus on the final drawing (material and hardware). Selectman Lacasse stated that when the date and time has been set to let him know and he will try to make it. Town Administrator Bolton will ask Ms. Burdick to set up a second appointment with Dr. Garvin. The Town has received two bids for this project one back in June from AJ Wood Construction out of Chester, NH and the second one today from Target New England out of Alton, NH. The Board opened both bids.

**Chairman Clow moved to reject both bids received and the Town will be contacting the prospective bidders again once we have new specifications, Vice Chairman Butt seconded the motion. Passed 5-0-0.**

Town Administrator Bolton will notify both the bidders of the decision and let them know that there will be new specifications that will be released for re-bidding soon. The Board would like the balances of the Mildred Hall Town Hall account and the Government Building and Maintenance Capital Reserve Fund for the next meeting.

### MANIFESTS

**Checks dated: June 27, 2013**

Accounts Payable	\$12,000.00
Weekly Payroll	\$45,665.13
	<u>\$ 317.91</u>
	\$57,983.04

**Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated July 3, 2013. Passed 4-0-1 (Selectman Lacasse abstained)**

Accounts Payable	\$1,336,705.88	(Weare School \$750,000 & John Stark \$450,000)
Gross Payrolls	\$ 50,945.03	(Includes taxes, credit union, police detail)
	\$ 6,701.76	(EMT/Fire)
	\$ 6,746.70	(Fire Monthly)
	<u>\$ 1,375.00</u>	(Insurance Buyout)
<b>TOTAL</b>	<b>\$1,402,474.37</b>	

**Also, to order the Treasurer to sign payroll checks dated July 11, 2013, 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 Lawton seconded to approve the minutes of June 17, 2013 as printed. Passed 4-0-1 (Selectman Leary abstained)**

### ADMINISTRATIVE REPORT

*Performance Evaluation Forms* – Town Administrator Bolton stated that Public Works Director Tim Redmond at the last session of evaluations mentioned that the current evaluation form really doesn't work with his department and wanted to change it. The Board expressed not wanting to have two separate evaluation forms. Town Administrator Bolton gathered some evaluation forms from other Towns in an effort to work with Mr. Redmond to see if we could come up with a new form that would work for both. All the details and a draft form has not been finalized therefore Town Administrator Bolton would like to table this and bring a new form back when it is ready.

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*Government Building & Maintenance Projects* – Apollo Construction has completed the Town Office roof and has moved everything over to the Library. Weather has been an issue as it seems to rain every day or part of the day. The hope is to complete it as soon as possible. The Clinton Grove Academy Roof was approved by the State. Town Administrator Bolton will be working with Sherry Burdick on the specifications so that this can be put out to bid shortly. Painting the Town office building was discussed briefly at a prior meeting. Apollo got some samples from the building for Chip Meany, Code Enforcement Officer so he could have someone test the paint to see if there was lead. Mr. Meany informed Town Administrator Bolton that the results came back and the paint is full of lead. Therefore, Apollo wasn't going to be able to paint as he does not have the proper insurance or license to deal with the lead paint. The Board asked Town Administrator Bolton to see if she could obtain a cost for a lead abatement person/company to abate the lead paint on the building.

*Gazebo* – Town Administrator Bolton was informed by the Patriotic Celebration Committee that the roof has a hole in it. The hole was noticed by the committee as they were putting up the banners around the gazebo for the celebration. The Board would like Town Administrator Bolton to get a price from Apollo Construction to patch it as they are right across the street at the Library.

*MRI Tax Collector Review* – Town Administrator Bolton gave the Board copies of the report from Diane Demers of MRI which goes over her observations and recommendations on where we can improve on the ability of getting past due taxes under control. This will be discussed on July 15, 2013.

*Department Head/Staff Meeting* – Vice Chairman Butt stated that the staff meeting held on June 19, 2013 there was no representation from the larger departments and he would like to encourage more attendance. Town Administrator Bolton explained that everyone was notified that the meetings are held the 3<sup>rd</sup> Wednesday of the month at 9 AM, so that it was not different every month so there was no confusion. The Board suggested that if the larger departments are not available consideration should be given to changing the date.

*Eagle Scout Project* – Town Administrator Bolton asked the Board how they would like to respond to Justin DaCosta regarding his Eagle Scout he is still working on for the veteran's memorial located at the Stone Building. The Board stated that they would like to see him add the chains as originally planned, but the Board would like to review the wording for the plaque before it gets printed. Town Administrator Bolton will respond to Mr. DaCosta.

*Perambulation of Town Line with New Boston* – Town Administrator Bolton received an email from the Town Office in New Boston asking about getting together to walk the Town boundaries. Selectman Lacasse offered to walk the lines last year, but schedules could not be coordinated. Selectman Lacasse stated that he would be interested in doing it again. Town Administrator Bolton will let New Boston know and see about scheduling this to take place.

### **Correspondence/Other Business:**

*Capital Reserve Fund Discussion* – Vice Chairman Butt informed the Board that there was a CIP subcommittee meeting on June 26<sup>th</sup>. At the meeting a list of the capital reserve funds was handed out. What was not on the list or included was the projects and funds that have already been committed by the Board. The main concern was the Government Building and Maintenance Fund. It doesn't show what was committed for the roofing projects. He would like to see a second column added to this to show what was committed. Town Administrator Bolton will work with the Tina Connor, Finance Administrator on this.

*Purchase Order System* – Vice Chairman Butt asked if all departments are using the purchase order system which was discussed at a past department head/staff meeting. Town Administrator Bolton responded no, not all departments are. The purchase order system is not on the Public Works Secretary's computer. Once the system gets put on there would need to be some training on how to use the system. The mechanic was using the system at one time, but while he was out it was not being used and today is still not used. The Board would like to have this discussion at the next meeting and have Public Works Director be present.

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*Website* – Vice Chairman Butt stated that this item has been on the administrator’s list for the past several meetings with the same notation of other demonstrations being scheduled for future agendas and asked for an update. Town Administrator Bolton responded that the only other company interested in providing a demonstration was Civic Plus, who would like to do it via webinar, as they are not located in New Hampshire. Vice Chairman Butt stated that he would like to see the board move forward with Virtual Town Hall and School. Town Administrator Bolton stated that we were provided with a quote only and she would contact them for a formal contract if the Board would like. The consensus of the Board was to have it for the next meeting.

**Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 9:55 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; Chairman Clow – yes; Selectman Lacasse – yes. Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 10:50 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse - yes. Passed 5-0-0**

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

## ADJOURNMENT

A True Record.

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Naomi L. Bolton, Recording Secretary