

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 15, 2013

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

RECORDING SECRETARY: Naomi Bolton

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: John Hatfield; Robert Hatfield; Tim Redmond; Jim Blouin; John Reade; Sherry Burdick; Ruth Jones; Rad Betts; John McCausland; Paul Doscher; Terry Knowles; Betty Straw; Chief Bob Vezina

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

PUBLIC COMMENT – No one was present.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Discuss Purchase of EMS Cots – Fire Chief Bob Vezina was present. At Town meeting in March the Town approved money to be placed into the Fire Equipment Fund for the purchase of an EMS cot; Lucas CPR device and medication pumps. Chief Vezina was ready to purchase the Stryker cot as anticipated, but before he did he floated out a question to a company called Ferno, who has been in the business for a while, to see if they might do a two for one on power cots. They came back with a price for two Powerflexx cots for a total of \$14,909.60. He realizes that during deliberative session he discussed one cot. The anticipation was to get one cot this year and the second one would become part of the package when they ordered the ambulance in the not so distant future. The CIP request was originally for two cots, but only one got approved. Chief Vezina stated that if he got these two cots, he would then possibly sell the stretchers currently in the ambulances, as they have no trade in. Selectman Lawton stated that he has a concern with motorized parts as they tend to break because of the many mechanical parts. He suggested keeping one cot versus selling both, just in case a failure was to occur. Vice Chairman Butt was concerned that this may be a lesser product. Chief Vezina stated that he is familiar with both. Selectman Leary stated that he is concerned with the voters and this looking deceitful. Chairman Clow states that he understands concerns about deceit but felt it was a good deal for two cots.

Vice Chairman Butt moved, Selectman Lacasse seconded to approve the expenditure of \$14,909.60 for the purchase of two (2) Ferno Powerflexx cots and for the money to come from the Fire Equipment Capital Reserve Fund. Passed 5-0-0

Chairman Clow moved to open a public hearing to hear public testimony and comment to accept \$5,000 grant from NH the Beautiful through (NRRA) Northeast Resource Recycling Association. Public Works Director Tim Redmond stated that he applied for this grant on February 6, 2013. This is a grant funded through donations and businesses to try to promote recycling, not public money. He applied for \$5,000 to be put towards the new baler and the used 110 yard paper trailer. He was approved for the grant and is here to present the check to the Board. Selectman Lacasse thanked Mr. Redmond for his clarification of the funding source.

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Selectman Lacasse moved, Selectman Lawton seconded to accept the \$5,000 grant through NRRA. Passed 5-0-0

DEPARTMENT HEAD AND COMMITTEE ITEMS

Fire Chief Vezina indicated that in last year's computer purchase we got two laptops in hopes of being able to capture patient signatures in the field, but what we purchased does not allow that without purchasing separate signature pads. He got a price from Spaulding Hill for two signature pads and the cost was \$833. He did some research and priced two Kindle Fire tablets that have the signature capability. He has a quote for the two Kindles, two outer box carriers and two screen protectors for a price of \$757.88. The Kindles can also run the new State software which the Fire Department has been a recipient of. The State offered on a first come first serve basis 35 service licenses to run their new reporting software on a tablet. The license would be free as it is owned by the Town. Chief Vezina signed up and the Town of Weare is one of the 35 selected. So these Kindle's will be able to capture the signature and also run the reporting software. In lieu of purchasing the two signature pads he would like to purchase the two Kindles out of the Computer System Capital Reserve Fund which currently has a balance of \$1,744.86.

Selectman Leary moved, Vice Chairman Butt seconded to approve the purchase of two Kindle Fire HD tablet; two OtterBox Defender Protective Cases; and two invisible shield protectors for the total of \$757.88 and the funds to come from the Computer System Capital Reserve Fund. Passed 5-0-0

Discuss PARC Coordinator Job Description – Jim Blouin, Chairman of the Parks and Recreation Commission was present. Mr. Blouin stated that the Commission reviewed the job description and they would like to make a couple of changes. First, they would like to insert the word “coordinating” after the word for and before the word trash. The second change would be to change the monthly payment amount so that it equals the \$5,000 yearly amount. It currently says \$400 per month and it should be changed to \$416.66 per month. Selectman Lacasse asked what would constitute coordinating the trash pickup. Mr. Blouin responded that they are pulling the trash barrels out and a dumpster will be placed at each field and the teams or organizations using the field would be responsible for putting the trash in the dumpster. Selectman Lacasse asked what would happen if there is trash blowing all around the field when the team gets there. Mr. Blouin responded that the Park Coordinator would take care of it. Mr. Blouin was asked if the dumpster will be a budgeting issue as it wasn't planned on when the budget was created. Mr. Blouin responded they will have to see and if it does they may have to cut back on something else. Mr. Blouin stated that there will be a trash barrel at the playground and that Parks and Recreation will take care of that barrel. Vice Chairman Butt stated that the job description talks about inspections of the facilities. A little while back there was a group of individuals planting bulbs and noticed that there were rocks exposed and it was reported, but only after it was reported was it taken care of. The suggestion was to create a form for inspections and at a minimum they should be done quarterly. Vice Chairman Butt asked if the coordinator attends the monthly meeting of Parks and Recreation. Mr. Blouin responded yes and he reports activities each month. Vice Chairman Butt moved to approve the Parks and Recreation Coordinator job description as amended on April 15, 2013; Selectman Leary seconded the motion. Passed 5-0-0

Mr. Blouin missed the public comment at the beginning and asked if the Board would be having one at the end. Chairman Clow responded that he could go ahead and discuss what he would like to while he was at the podium. Mr. Blouin asked if the Town has a smoking policy. Last weekend he went into the Transfer Station office to get a dump sticker and he said the room was full of smoke and that when he got back in his car his son noticed the smoke smell. He felt it should not be allowed in public buildings. Tim Redmond, Public Works Director will look into it and it should not be allowed, as it is not allowed in any other public building.

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DPW Update – Public Works Director Tim Redmond was present. He informed the board that after seven years Justin Johnson who was the mechanic left to go to another Town. He would like to promote Richard Wheldon to this vacant position. It was internally posted at the Town Office, DPW building and at the Safety Complex. The rate for this position would be \$15.75.

Selectman Lawton moved, Selectman Lacasse seconded to promote Richard Wheldon to the position of mechanic at a rate of \$15.75 per hour. Passed 5-0-0.

Having promoted Mr. Wheldon, now leaves a truck driver position open. Ryan Boisvert was approved by the Board to fill in during the winter. Mr. Boisvert filled out an application and Mr. Redmond would like to hire him. Chairman Clow stated that when we hire someone permanently we conduct an interview, so we would like to do that before hiring. Mr. Redmond stated that he would schedule for Mr. Boisvert to meet with the Board. Once Mr. Boisvert is hired then he will be posting for an operator position, which would be only a promotion, not a new position.

Peaslee Road Bridge – Mr. Redmond informed the Board that he had a conversation with Nancy Mayville, NHDOT regarding the Peaslee Road Bridge. The article did not pass by 26 votes therefore the bridge will not be done this year. Ms. Mayville asked Mr. Redmond what the Board was going to do and he is here to see if the Board would like him to request another extension of the funding. The consensus of the Board was to ask for an agreement.

John Stark High School Trash – Mr. Redmond stated that all of the trash from John Stark comes to the Weare Transfer Station. The Weare Middle School and Elementary School have dumpsters so their trash is hauled off site, but the high school brings it all in a one ton dump truck. There are approximately 40 bags that come in a day and a very very small percentage of them are just trash the rest of them have trash and recyclables in them. They come from the kitchen cafeteria. Mr. Redmond stated that here at a public meeting his tonnage was reduced for any possible overage. He would like to consider having the school board either hire out the trash or have some of the trash taken to Henniker Transfer Station as it is a regional school. Chairman Clow felt that there should be some further discussion with the school board and the personnel about recycling. Mr. Redmond stated that it is only the school lunch program the rest of the trash gets recycling well. The Board felt that Mr. Redmond should have a meeting with Dr. Moore, Superintendent. Mr. Redmond stated that he was going to suggest that they join the school club through NRRRA and he will discuss that with Dr. Moore.

Alarm Box for diesel fuel and gasoline pumps – Mr. Redmond stated that the alarm box that detects the inner and outer wall of the tanks is malfunctioning. He is gathering quotes from vendors to have it repaired and/or replaced and will be coming back to the board at a future date.

Requests from Parks and Recreation – Mr. Redmond stated that he would like to have the requests from Park and Recreation to be put in writing, then he would like to get Board approval for the request prior to performing the work. Chairman Clow indicated that in some instances that request would be appropriate but in some cases permission can be granted by the Town Administrator and then passed onto the Board. Mr. Redmond stated that he is going to recommend that they purchase beach sand to go on top of the other sand that will be screened once approval is granted. Each year they are allowed to replenish the sand and that permission will have to be separate from the wetlands approval to remove and screen the sand that had the glass.

Application for waste oil furnace – Mr. Redmond stated that the current waste oil furnace at the highway department is in need of repair and that he is seeking permission to apply for a grant for a used oil furnace through NH the Beautiful.

FEMA – Mr. Redmond informed the Board that FEMA declared a disaster for the February storm and he is going to be filling out the paperwork for that declaration.

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Summer Schedule – Mr. Redmond wanted to inform the Board that the DPW will be starting their summer schedule of 10 hour day, Tuesday through Friday, tomorrow.

Mildred Hall Advisory Committee – Chairman Clow stated that this agenda item is for a general discussion regarding philosophy and it is going to be an open ended discussion. Betty Straw and others were present. Betty Straw gave the board a list of all the applications that have come before the Mildred Hall Advisory committee. All of the discussion and decisions made on each project have been based upon Mildred's will which states "as will improve and assist" the Town of Weare, it was not meant for small projects or seed money. They have an application form when requests are made. Selectman Leary asked who someone goes to for the application form. Mrs. Straw stated that any of the committee members can assist someone. Mrs. Straw then introduced all of the members present. Chairman Clow asked if the philosophy is part of the application. Mrs. Straw then read the application. Vice Chairmen Butt stated that he appreciates all the work of the committee. The Board of Selectmen has approved all of the requests that have been brought forth by the committee. He is having a problem with the definition stated by Mrs. Straw to the one in the will. He doesn't see "improve and assist" meaning something permanent like the purchase of land. An example was given to possibly assist a non-profit that may be having some difficulty. He is concerned if the requests come in are not for land it would be denied. Mrs. Straw stated that they will listen to everyone's request that comes to them.

Terry Knowles thanked the Board and appreciates the chance to meet jointly. She disagrees with possibly assisting a non-profit. Mrs. Knowles then described to everyone present who Mildred Hall actually was. There was lots of discussion on different hypotheticals for applications. Trails on existing conservation land were discussed. Signage and parking were also discussed, with reference made to the Eastman Conservation Land. Mrs. Knowles stated that the committee should have a discussion with the Conservation Commission about those issues.

Paul Doscher, resident and a member of the Society for the Protection of NH Forests, pointed out the importance of having a management plan on the property. Wildlife and water quality are very important which is a reason to keep it in forest management, keeping our natural resources as our utmost importance. He agrees that there could be some improvements made to the parking and to the identifying of open space for all to enjoy.

John McCausland, Reservoir Drive stated that typically when someone leaves a bequest to someone it is usually left to have someone filter or interpret the bequest. In this case the Historical Society was that filter and it leaves you the impression of what Mildred Hall wanted to see saved or what was of importance to her.

Betty Straw presented the Board with an idea for a permanent memorial for Charles and Ethel Eastman, which was stated in Mildred Hall's will and needs to be done. Mrs. Straw was thinking of a simple piece of granite, erected on the lawn at the Town office where there is already an apple tree growing, nothing fancy with the following wording engraved on it: "In Honor of CHARLES AND ETHEL EASTMAN whose legacy has made possible preservation of farm and forest land to be enjoyed and used by residents of Weare forever and any major projects "which improve and assistant the Town of Weare." Mrs. Straw stated that there also could be a flyer in the lobby of the Town office with the list of all the property that Mildred Hall's money has supported.

Vice Chairman Butt moved to accept the wording provided for the Charles and Ethel Eastman memorial, Selectman Lacasse seconded the motion. Passed 5-0-0. A motion was really not necessary but it can be construed as an endorsement versus approval.

FINALIZE THE TRAFFIC DETAIL ORDINANCE: The latest draft of the ordinance is called "Draft 5". The public hearing was held on April 1, 2013 and continued to tonight so that we could get clarification of a memo the Board received that evening from Tim Redmond, Public Works Director. Draft 5 used at the public hearing already addressed Mr. Redmond's concern. There was a question in regard to section 7.0 Penalty – is the intent of the \$500 fine for everyone? The Board stated that the intent is not to impose the \$500 fine on our police officers. If Asplundh or another company hires flaggers and they are not doing as the ordinance states,

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then yes they would be fined. Once the final ordinance is signed then the Board would like it sent to Granite State Telephone, PSNH and Asplundh.

Selectman Lacasse moved to adopt the Town of Weare Traffic Control Ordinance effective May 1, 2013, Selectman Leary seconded the motion. Passed 5-0-0.

MANIFESTS

Checks dated: April 11, 2013

Weekly Payroll	\$41,413.37
Accounts Payable	\$28,976.94
Total:	\$70,390.31

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated April 18, 2013. Passed 5-0-0

Accounts Payable	\$435,513.25	(Weare School \$350,000)
Gross Payrolls	<u>\$ 49,324.37</u>	(Includes taxes, credit union, police detail)
TOTAL	\$484,837.62	

Also, to order the Treasurer to sign payroll checks dated April 25, 2013 and May 2, 2013; that will include payment for Weekly wages and matching taxes. Actual amounts paid and reports backing up the numbers will be included on the Manifest Memo at the next scheduled Board meeting.

MEETING MINUTES

Selectman Lacasse moved, Selectman Lawton seconded to approve the minutes of April 8, 2013 as amended. Passed 4-0-1 (Selectman Lacasse abstained)

ADMINISTRATIVE REPORT (attached is complete list of report) – In this week's manifest there is a check for the purchase of another Lucas Device through Concord Hospital. This item was on the warrant as a special article with the funding to come from a capital reserve account, therefore Board approval is necessary for the expenditure.

Selectman Lacasse moved to authorize the expenditure of \$6,500 for the purchase of one Lucas Device through Concord Hospital and the funds will come from the Fire Equipment Fund; Selectman Leary seconded the motion. Passed 5-0-0.

Selectman Lacasse stated that he has met with Sherry Burdick and would like to have the Town Hall Doors put out to bid. He would like to have a mandatory pre-bid meeting on Wednesday, May 15th at 4 PM and the bids will be due the following week. Chairman Clow and Vice Chairman Butt stated that if Selectman Lacasse has a conflict and can't make the pre-bid meeting both of them would be available.

Police Policies and Procedures – the Board asked Town Administrator Bolton to call Chief Begin and ask if he will send the policies to the Board and if not MRI will be called for samples as this needs to be moved along.

Performance Evaluation Forms – Town Administrator Bolton informed the Board that all departments appear to be fine with the current form used except for the Public Works Department in which Tim Redmond has given Town Administrator Bolton several different versions to choose from. Vice Chairman Butt stated that they will look at the different forms, but feels that we should not have a separate form for each department.

Government Buildings & Maintenance Projects – Town Administrator Bolton has contacted ESP to let them know that they have been awarded the bid for the Fire Alarm system at the Town Hall. ESP will not be able to get to the project for 2-3 weeks and then it should only take about 2-3 days to complete. The Library roof bids are due back for April 26th. The Town Office roof bid will be put together without the copper needed. The Clinton Grove roof project will be checked on as well.

March monthly department reports – the tax collector portion of the report was discussed, particularly the payment arrangement sheet. The sheet doesn't appear to be right when compared to the last sheet. The Board

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would like to have the Tax Collector come in and explain this. Some form of payment plan arrangement needs to be put into place so that progress is made.

Vice Chairman Butt asked about vacation time and bonus time for salaried employees. This past week in the absence report there were several employees that took vacation time off in hourly increments, when the personnel policy states that vacation days can only be taken in full days. The other issue is that there was a salaried employee that took a bonus day off, when salaried employees are not allowed bonus days. Town Administrator Bolton stated that she would look into it and speak with the Finance Administrator for further clarification. Vice Chairman Butt stated that the personnel policy needs to be updated and employees should get one April 1st of each year if changes were made.

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 10:40 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, Selectman Lawton seconded to come out of non-public session @ 11:37 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

The Town Administrator's contract was discussed and signed.

ADJOURNMENT

A True Record.

Naomi L. Bolton, Recording Secretary

Administrative Report Topics for March 18, 2013 Board meeting:

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1. Traffic Control Ordinance Discussion – A public hearing to adopt the ordinance has been scheduled for April 1st.
2. Town Hall Doors – Selectman Lacasse will be meeting with Sherry Burdick to go over the scope of work and then it will be put out to bid no later than April 1, 2013.
3. Emergency Management Director – agenda item for tonight
4. Mildred Hall Advisory Committee – This has been scheduled for the April 15th meeting. Betty Straw has asked for a tentative list of discussion items so that they are prepared.
5. General John Stark Scenic Byway Weare Representative – vacancy that needs to be filled
6. Chase Park Wetlands Application – Mike Dahlberg has started the base plan and has established vertical and horizontal controls tied to the USGS monument on the dam. Met with Tim Redmond on site Friday @ 1 PM and are ready to proceed with the fieldwork.
7. Police Policies and Procedures – Chief Begin to forward the four policies that were established at the Feb. 25th meeting by the end of March.
8. Performance Evaluation Forms – have been distributed to Department Heads for input to be returned by the 15th of April.
9. SNHPC – Municipal Sharing Grant Project – need 2 representatives appointed by 3/31.
10. February 2013 Monthly Report distributed by email Friday, March 15th.
11. Website – Have put out request for information on NHMA list serve of other Town Administrators regarding hosts, software and support. Plan on bringing information gathered back to the Board by March 25th.
12. Exofficio Committee assignments for upcoming year. The following committees/exofficios were for the past year:
 - CIP Subcommittee – Vice Chairman Butt
 - Heritage Commission – Selectman Lawton
 - Parks & Recreation Commission – Selectman Leary
 - Planning Board – Selectman Lacasse
 - Stone Fund – Chairman Clow
 - Economic Development – not an active committee
13. Government Building & Maintenance Projects – discuss project list used during budget season in preparation of spring starts.