

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 18, 2013**

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: Paul Marsh, Tim Redmond, Maureen Billodeau, Marc Morette, Jan Snyder, Janet Brown, Scott Dinsmore, Allison Gillum, Jeff Jackson, John Foss, Steve Roberts, Will Townsend, Sherry Burdick, Heleen Kurk, Andy Fulton, Bob Vezina

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

SWEAR IN NEWLY ELECTED OFFICIALS

Maureen Billodeau, Town Clerk, swore in all newly elected officials.

ELECT CHAIRMAN AND VICE CHAIRMAN FOR UPCOMING YEAR

Selectman Butt moved, Selectman Lacasse seconded to appoint Tom Clow as Chairman of the Board of Selectmen. Passed 5-0-0

Selectman Leary moved, Chairman Clow seconded to appoint Dick Butt as Vice Chairman of the Board of Selectmen. Passed 5-0-0

PUBLIC COMMENT – Will Townsend, Hoit Mill Road, told the Board that he watched the hour of call in and that their name tags can't be read on the television. He would like the Board to consider something larger so people can see who they are. He would also like the speaker to be introduced when broadcasting a meeting and the Board to reinforce the need for the speaker to speak into the microphone. Mr. Townsend mentioned a letter from Chris Hague regarding the possibility of a town newsletter and the reasons why it is needed. He said that some organizations email their newsletters, while others mail theirs at a small cost. Mr. Townsend feels that the size of the community warrants the need for the newsletter.

Chairman Clow noted the points made by Mr. Townsend and said that they have serious work to do on the town's website, which is a tool that needs to be utilized more. In the future, Chairman Clow hopes that the website will become one of the major means of communication.

Chris Hague distributed handouts regarding ideas on how to reach out to people in the community. The library has a coffee hour the first Thursday of every month in the morning. The coffee hour has been successful, but there are a limited number of people available at that time. Ms. Hague is hearing that residents are frustrated with communication in town. The group feels that the Selectmen can play a pivotal road. The Henniker website has links to all the groups and organizations in their town. Good communication is an attractant to new business and is good for organizations that are trying to build up their memberships. Ms. Hague wanted to give the list of suggestions to the Selectmen because the group feels that the more they work together, the more that will get done.

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Vice Chairman Butt said to him the website would be the basis for disseminating information and will have links to organizations, but it will cost some money to do. There was an article previously put on the warrant to create an interactive website that failed. Recognizing that there are organizations that would like to get information out, Vice Chairman Butt said that he has seen websites where they have pull down menus for the organizations. He mentioned that the estimated cost would be \$10,000 to provide this level of information on the town website. He said that the Board instructed the Town Administrator to gather information and establish a cost and that the website is something that the Selectmen will be pursuing. He thinks that the website is the best way to communicate because it can be accessed from anywhere at any time. The current website is very difficult to update data and requires expertise. The Board understands the need and will pursue.

Chris Hague said that the library website was created for free. She told the Board that the people who made up the list did not believe that only one means of communication would be enough.

Selectman Lawton noted that a lot of the ideas on the list can be done by the group. He mentioned avenues such as Ms. Hague's column in the newspaper and the possibility of someone writing a column for the Town. The possibility of a Town of Weare Facebook page was mentioned, which would need to be approved by the Selectmen, and could include achievements, announcements, and notifications.

Chairman Clow said that he attended a meeting which discussed that the first impression of a community for businesses is to check the town's website. He believes it should be a very professional product.

Town Administrator Bolton told the Board that she put out a message and got 16 responses from area towns regarding what they utilize for a town website. Virtual Town Hall, Gov Office, and AHA! are some of the software used by other towns. Town Administrator Bolton will compile the information that she received from the 16 towns that responded.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Appointment to Conservation Commission as a Full Member – The Board asked Jeff Jackson what motivates him to want to join the Conservation Commission. Mr. Jackson said that he is passionate about open space, conservation, and wanted to give back to the community. Mr. Jackson has attended a Conservation Commission meeting.

Selectman Lacasse moved, Vice Chairman Butt seconded to appoint Jeff Jackson as a full member of the Conservation Commission. Passed 5-0-0

Appointment to Zoning Board as an Alternate Member – The Board asked Marc Morette what motivates him to want to join the Zoning Board. Mr. Morette said that he and his growing family have been in town 10 years. It would be interesting to him and he knows a couple of members on the Board. Mr. Morette has attended a Zoning Board meeting.

Selectman Leary moved, Selectman Lacasse seconded to appoint Marc Morette as an alternate member of the Zoning Board. Passed 5-0-0

Chairman Clow appointed Marc Morette to the Zoning Board and Jeff Jackson to the Conservation Commission.

Discuss Emergency Management Director Position – Chairman Clow said that at the end of 2012 Paul King resigned from the position of Emergency Management Director. Bob Vezina is the town's Fire Chief and his position is so closely related to the safety services of the town. The Fire Chief's position is 25 hours per week. Chief Vezina said that emergency management and the Fire Department are very similar in scope, with the Fire Department taking a lead in the endeavor. Paul King did a very good job. Chief Vezina is a part time employee and this would be an additional work and time. Chief Vezina is only eligible to work so many hours under the NH Statement Retirement System. He does not think that there is anyone at the department that wants to take the lead and become the director. If Chief Vezina took the position it would be taking away from available time that he has to work in his position. He feels that the \$3,000 stipend is not enough of an enticement to take it on

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and it comes down to the number of hours a retiree can work. Every year there is a new bill in the Legislature regarding what retirees can do, but he is capped at 32 hours per week. Chief Vezina said that the hours for the Emergency Management Director are spread over the year with planning, meetings, keeping things up to date, and the constant refreshing of plans. He does not know how much time Mr. King put into the position. Chief Vezina thinks that it is a function that the Fire Department should be a part of and reluctantly says he is interested, but the issue is that the salary piece does not work for him. Chairman Clow said that it is a discussion that would need to be discussed privately regarding dollars. Other than members of the Fire Department that have approached him that they are willing to help out, but not be the Director, Chief Vezina knows of no others that are interested in taking on the Emergency Management Director Position. Selectman Lacasse mentioned the possibility of having Mr. King speak with individuals that are interested in the position to tell them what is involved. Chairman Clow said that the discussion will be tabled.

Sign Chevy Hill Easement – Andy Fulton, Chairman of the Conservation Commission (CC), said that they need to finish with the Chevy Hill Easement and the final step is the baseline documentation report. The easement was approved and signed by the Selectmen last year. The CC approved the baseline documentation report at their last meeting and recommended that the Selectmen sign the report. The report states the conditions of the parcel prior to being put into conservation.

Chairman Clow mentioned that both of the CC articles on the warrant passed.

Jan Snyder, Town Treasurer, said that there was a recent transfer of \$49,000 from the general fund to the conservation fund, which may reflect what was done in 2012. Mr. Fulton believes that the \$49,000 brings the balance of the fund up to slightly over \$300,000. He told the Board that the CC takes their responsibility seriously and they would never build a project based on projected revenue only what they have available.

Selectman Lawton asked if they were trying to develop a way to make people aware of all the conservation land in town. Mr. Fulton said that one of their members is working on a listing of all conservation land for their website, which would give more in-depth information on the prime areas of conservation where they anticipate the most community interest. Mr. Fulton mentioned a kiosk at the Wood Family Conservation entry and they are working on a kiosk for Ferrin Pond, but no others are in the works. Mr. Fulton said that they are working on an overview map of the town to hang in the Town Office and they hope to have it complete in approximately one month. There are large plaques from the Natural Resource Inventory which the CC would like to display as well. Selectman Lawton mentioned that there was also some discussion about establishing trails. Mr. Fulton said that so far the public interest that has been expressed for trails is on the town conservation easement property. Money for items such as educational material, signage, maintenance activity, clearing obstructions from the trails, and building a parking area can be utilized from the fund. Mr. Fulton said that less than 1% of the fund has ever been used on such expenses and that the fund is mainly used for acquisition of conservation land. Mr. Fulton said that the installation of the bridge on Mountain Road leading into the parking lot has not been completed due to weather and water level.

MANIFESTS

Checks dated: March 14, 2013

Weekly Payroll \$37,623.66

Chairman Clow moved, Selectman Lacasse seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated March 7, 2013. Passed 5-0-0

Accounts Payable \$674,511.74 (John Stark \$250,000 and Weare School \$350,000)

Gross Payrolls \$39,235.91 (Includes taxes, credit union, police detail)

TOTAL \$713,747.65

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Also, to order the Treasurer to sign payroll checks dated March 28, 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 Lacasse seconded to approve the minutes of March 4, 2013 as amended. Passed 5-0-0

Selectman Leary moved, Selectman Lacasse seconded to approve the minutes of March 11, 2013 as amended. Passed 4-0-1; Chairman Clow abstained.

DISCUSS PARC COORDINATOR JOB DESCRIPTION – Selectman Lacasse explained that last year he was made aware that the PARC Coordinator was instructing the WAC Directors to remove trash from ball fields. When the discussion was had about a \$5,000 stipend position it was discussed that one of the responsibilities would be removing trash from town parks and ball fields. Although the minutes that he reviewed were not specific, he remembers the discussion. Selectman Lacasse found a draft of the job description for the PARC Coordinator dated June 4, 2007, but it was not approved by the Board. Vice Chairman Butt said that he remembers the discussion and several issues regarding trash pick up and thought that was one of the responsibilities of the director. He also remembers discussion to allow that individual to use the Code Enforcement truck on the weekends to pick up trash and other things.

It was discussed at a PARC meeting that the director would not be picking up trash at certain parks. Selectman Leary said that some parks were trying to establish carry in and carry out and the removal of trash cans, but he is not sure if that policy would work. There is a dumpster at Bolton Field and Purington Field that WAC pays for. Selectman Lacasse said that when they build the PARC budget for next year it could be possible to provide a dumpster at all three ball fields. Chairman Clow said that the trash does not necessarily need to be the responsibility of the director to remove; it could mean that it is his responsibility to make sure it gets done. Selectman Lacasse understood that trash removal was part of the position. Selectman Lacasse is not sure it is legitimate for the coordinator to assign trash removal to unpaid individuals. It is not just the sports teams utilizing the fields and parks; the public uses them as well. The director needs to be responsible for inspecting the parks and ball fields. The current director was hired approximately 5 years ago. It was discussed that the director should provide, on a minimum, a monthly report to the Town Administrator. Selectman Lacasse feels that they need to have a finalized and approved job description on file. Chairman Clow thinks they should provide the job description to PARCs and have them provide input. Selectman Lacasse asked how they are going to enforce a volunteer board to report on their budget on a monthly basis. Vice Chairman Butt said that they need a person to be responsible for the reporting. Vice Chairman Butt would like to evaluate the hours of the position to ensure the stipend is fair.

ADMINISTRATIVE REPORT (attached is complete list of report) – Maureen Billodeau, Town Clerk, requested that Chairman Clow sign a letter to the Department of Motor Vehicles approving her as municipal agent for the Town of Weare and to process state work on town time. Chairman Clow would like clarity in the letter before signing.

Mr. Dick Ludders has been a member of the Local River Management Advisory Committee since September of 1994 and would like to continue to be the town's representative on the committee.

Chairman Clow moved, Selectman Lawton seconded to reappoint Dick Ludders as the Town of Weare representative on the Local River Management Advisory Committee. Passed 5-0-0

Town Administrator Bolton asked the Board for their signatures on the form she filled out and attached to the quote for up to \$1,200 for Mr. Dahlberg. Mr. Dahlberg met with Mr. Redmond on Friday to review the location of where the glass was. Mr. Dahlberg did the field work today and completed the plan. The plan will be dropped off in Concord on Thursday, and then they wait to see what Concord does with the application.

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The General John Stark Scenic Byway Committee meets quarterly and Town Administrator Bolton has reached out to individuals and no one is interested in being the town's representative. She will be the representative if it is needed to meet the town's obligation until another representative is available. Chairman Clow will be the alternate.

Selectman Lacasse moved, Selectman Leary seconded to appoint Naomi Bolton as the Town of Weare representative on the General John Stark Scenic Byway Committee. Passed 5-0-0

The Selectmen need to appoint two representatives to the SNHPC Municipal Sharing Grant Project by March 31st to participate and report back to the towns governing board. Chris Hague has volunteered and Town Administrator Bolton will step up as well. There is no cost to the town and the committee meets February through December. It was discussed that they could send a representative to see if it benefits the town to be a part of. Ms. Hague and Town Administrator Bolton will attend the April meeting and report back to the Board.

Vice Chairman Butt is concerned with the amount of time spent that was spent on the February monthly report. Town Administrator Bolton said that she forwarded department heads the monthly report and from there she met with several of them several times. Vice Chairman Butt is questioning what the department heads were asked to submit. He is interested to know if they are going to overspend a line in their budget and why and how they expect to cover the line or just a general statement that they are within budget. Vice Chairman Butt thinks that the report is difficult to put together with not knowing exactly what the Board is looking for. He does not want to make additional work for the department heads, but wants to know if they are within budget or if they are overspending a line and any additional information such as major or unique items.

It was decided that all Board members will remain on their current committees. Vice Chairman Butt will be a liaison on the Cable Committee.

The Board discussed the Government Building and Maintenance Fund. Chairman Clow said that if the money is available they should get estimates on the Town Office Building roof and the wood portions that are not vinyl sided need to be painted. The decking on the front entrance also needs to be replaced. The items on the list need to be prioritized. It was questioned if the expense of the fire alarm at the Town Hall could come out of the Mildred Hall Fund. Town Administrator Bolton will email the list to all Selectmen as well as the balance of the fund. The town approved \$55,000 to be added to the Government Building and Maintenance Fund. The Board agreed that roofs are priority. The Town Hall doors are in the works and the expenditure will be coming out of the Mildred Hall Fund.

Barn owners need to apply for the Barn Tax Incentive through the NHPreservation.Org by April 15th. With the incentive barn owners taxes won't increase because of their improvements for a period of ten years. There will need to be a public hearing when applicants officially apply.

PROPERTY TAX DISCUSSION – The property located at 506 Mt. Dearborn Road is on the market for \$170,000, but as soon as someone makes an offer they are responsible for the back taxes due. The property was taken over by the United States of America and the town stopped taxing it in 2010. The town is a lien holder on the property.

OTHER BUSINESS – Selectman Lawton wants to work hard on the town website and feels that due to the non passage of the town garage they need to work hard on getting information out to the public. It was discussed that the bridge article also failed. The Board is restricted as to how the wording needs to be written in the articles.

Chairman Clow said that he attended the third meeting of the Comprehensive Economic Development Strategy Committee (CEDS), which was created through the Southern NH Planning Commission (SNHPC) and Central NH Planning Commission (CNHPC). The committee encourages economic development where it is appropriate

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and they are doing complex surveys and gathering information on the communities. 85% of Weare residents work out of town. Having a town website that ties the town and the school is very important. The website is an important way to communicate to people outside of town as well and to attract people to town.

PUBLIC COMMENT – Jan Snyder mentioned that she does a breakdown of everything in her monthly report. Vice Chairman Butt said that it is important for him to know what the revenue projection was. He agrees with Ms. Snyder's monthly report and noted that the department heads would not have to do a monthly report unless there was something unique in their budget. Ms. Snyder will send her report to the Board on a monthly basis.

Ms. Snyder mentioned the need to replace ceiling tiles in the Town Office Building.

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; 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 @ 10:52 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

Selectman Lacasse moved to seal and restrict the minutes of the non-public session pursuant to the authority granted in RSA 91-A:3 II; Chairman Clow seconded the motion. Passed 5-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, 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.