



FINAL

**WEARE BOARD OF SELECTMEN
MEETING MINUTES
February 25, 2013**

PRESENT: Thomas Clow, Chairman; Richard Butt, Vice Chairman; John Lawton, Selectman; Keith Lacasse, Selectman; Jim Leary, Selectman

RECORDING SECRETARY: Naomi Bolton, Town Administrator

GUESTS: Frank Campana; Chief Greg Begin

I. CALL TO ORDER:

The meeting was called to order by Chairman Clow at 7:00 PM.

II. PUBLIC COMMENT:

Frank Campana stated that he has a question and an observation. His question is that in an earlier meeting this month he had asked that the Board in the mailer signify which articles were CIP articles so that the residents would know, did that get done? Chairman Clow responded, no it did not but it wasn't for any particular reason other than it got forgotten by the end of the evening. Mr. Campana shared with the Board an observation from last week. He was coming home from Manchester just past Just Like Mom's, in front of the welcome to Weare sign the phone company had a bucket truck working, somewhat before the road starts to narrow. The truck was obvious, signs were in place, there was plenty of shoulder, but due to the amount of snow the truck couldn't get off the shoulder. There were cones around the truck but it was partially in the traffic lane. There was a police car between the caution sign and the truck, which is not what he expected. In front of the truck was another police car, the Expedition and there were no officers out of the vehicle. He knows that that Board is working on some issues from the MRI report. His point is that he is hoping that the police department may feel detail is limited so now we are putting two on each detail. He is hoping that is not the case. He just felt the setup was configured very oddly.

Vice Chairman Butt stated that he went by too and felt it was odd, no one was in the expedition. Chairman Clow responded that he disagrees with the comment about padding the details. Chief Begin responded that he resents the comments being made. There was only one officer blocking part of the lane. Where do we draw the line? The Police are not padding the details. Asplundh has been told on occasions that a detail was not needed if they would put up the proper signage.

III. POLICE POLICY AND PROCEDURES DISCUSSION:

The Board began by starting on page 19 of the MRI report with the recommendations. Paragraphs 4 and 5 have to do with establishing a sick time policy. Chief Begin stated that he already has one that comes from the nationally accepted policies. He will forward it to the Board. He is not one to reinvent the wheel so he has used policies mainly generated from the Goffstown Police Department as they are a nationally accredited department. He added a new general order and/or guideline after reading the MRI report. There are two paragraphs that talk about mandatory hours of rest, so the Board felt a mandatory hours of rest policy should be established. Chief Begin stated that he believes this is in the CBA and the Board is welcome to create policies as he is not going to do it. Vice Chairman Butt then asked about a flextime policy. Chief Begin stated that he doesn't have a policy and doesn't see there is a need for one. An officer that may be allowed to flex makes up the time within the same week. The Board wasn't aware of flextime until the MRI report and feels that it should be documented. The Board asked one last question regarding the statement that was made on page 10 regarding details. The statement indicated that those making the decisions for details are the ones that are directly benefiting from the details. Chief Begin stated that he is the one that makes the decisions for detail and he is only working details when no one else can and he is available.

Chief Begin will get all of the information back to the board as soon as possible but no later than the end of March. He will be getting the Board the following:

1. Sick leave policy and general order that was issued in January
2. Overtime policy
3. Mandatory rest policy
4. Flextime policy

IV. TRAFFIC CONTROL ORDINANCE DISCUSSION:

Chief Begin was present for this discussion. The Board asked the Chief about out of Town details. The Board has been asked on several occasions why are the Weare officers and cars doing details in other Towns, how often does that occur and is it an issue? Chief Begin stated that occasionally he gets calls from other Towns if they can't get help within their community, but he doesn't go looking for it. It is only allowed to happen if the availability is there. There are occasions when there are out of Town officers doing detail in Weare as well.

Overall Chief Begin stated that he is not in disagreement with the ordinance and agrees with the list of roads that he and Public Works Director Tim Redmond came up with. The rest of the department is not aware and have not been notified of this proposed ordinance. If this is the ordinance that the Town adopts they will abide by it.

The Board went through the ordinance with the Chief present and made some minor changes. The consensus of the Board was that they would like to move

forward with the changes and the list of the 38 roads, have a public hearing and see what kind of input we receive at the hearing.

V. MANIFESTS:

Chairman Clow moved:

Date: 2/25/13

Re: Check Manifest Totals

Checks Dated: February 14, 2013

Weekly Payroll: \$36,383.49

Checks Dated: February 21, 2013

Weekly Payroll: \$45,040.44

To authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated February 28, 2013.

Accounts Payable \$ 947,742.34 (Weare School-\$350,000 & John Stark –
\$500,000)

Gross Payroll \$ 43,680.50 (Includes Taxes, Credit Union, Police Detail)

Total: \$ 991,422.84

Also, to order the Treasurer to sign payroll checks dated March 7, 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.

Selectman Lacasse seconded the motion. Vote: 5-0-0

VI. MINUTES:

February 4, 2013 Minutes: Chairman Clow moved to approve the February 4, 2013 minutes as amended; Selectman Lacasse seconded the motion. Vote: 5-0-0

February 11, 2013 Minutes: The Board didn't all receive them so these will be taken up at the next meeting.

VII. ADMINISTRATOR REPORT:

CIP Request: Town Administrator Naomi Bolton informed the Board that the new computers at the Fire Department and the Police Department did not come with anti-virus software. A quote was submitted from Spaulding Hill for 15 licenses of AVG software for a cost including installation of \$1,029.99. There is currently \$1,743.48 left in that fund. Selectman Lacasse made a motion to approve the request for anti-virus software for the new computers at the Fire and Police Departments for a cost of \$1,029.99 to be taken from the Computer Capital Reserve Fund; Selectman Leary seconded the motion. Vote: 5-0-0.

Traffic Control Ordinance Discussion: on tonight's agenda

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.

Emergency Management Director: To be an agenda item for March 4, 2013

Fire Department/Finance/CEO Computers: This project is now complete. David from Spaulding Hill was back today to complete transferring all the information from the Fire Department's computers, so this is now complete and will be removed from the list.

Mildred Hall Advisory Committee: To be an agenda item in April of 2013

General John Stark Scenic Byway Weare Representative: still in search of a volunteer

Chase Park Wetlands Application: Art Siciliano and Mike Dahlberg were both contacted for quotes to do the cross section which is outstanding for the DES permit.

Police Policies and Procedures: on tonight's agenda

Performance Evaluation Forms: will be distributed to all department heads next week as some on vacation this week looking for input in creating one form to fit all departments. This information will be brought back to the board in April or May.

Fire Department Turn--Out Gear Grant: Chief Vezina has been officially informed the Weare will not be receiving the grant for turn out gear.

Town Report and Town Mailer: Both were delivered to the printers on Wednesday, Feb. 20th. Both have been proofed and are in the process of being printed. The Town report will be back not later than March 5th. The mailer will probably be back at the end of the week, but will be taken to the Post Office for delivery on Thursday, March 7th to be mailed.

Coffee Hour & Call In: Monday, March 11th from 6-7 PM there will be coffee hour and right after from 7-8 PM will be a call in for questions pertaining to the ballot. The Fire Chief, Police Chief and Public Works Director along with other department heads will be asked to attend in case of questions pertaining to their articles.

Staff meeting: A staff meeting was held on Wednesday, February 20th and minutes of items that were discussed have been forwarded to the Board.

Town Meeting: Tuesday, March 12th at Weare Middle School from 7 AM to 7 PM. The Board will need to work out a schedule to be at the polls. Selectmen Leary is on the ballot therefore is not allowed to work at the polls.

January 2013 Monthly Report: This was distributed to the Board by email of Friday. The Board discussed the report content relating to the amount and type of information that is received. Vice Chairman Butt stated that he has a problem with the report and he felt every department should be required to submit information according to a certain standard or format. He was unsure as to what the departments were asked to submit. He would like to see some consistency and there is none with this report. Some departments have very little information and others have a lot of information. The format that was agreed upon is to have three headings Revenue (if the departments are involved with revenue), Operating Budget, and Additional Information and that is it. Each department is to be required to submit a report and the reports received are not to be edited without discussing any editing with the author of the report.

VIII. OTHER BUSINESS:

Vice Chairman Butt informed the Board that he has reached out to the Goffstown News to see if they wanted to do a story on the success the Town has had with the monthly advertisements that are included in the motor vehicle renewal notices.

III. NON-PUBLIC SESSION:

Chairman Clow moved to go into non-public session under RSA 91-A: 3 II (c) at 10:25 PM; Selectman Lacasse seconded the motion. A roll call vote was taken: Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse - yes.

Chairman Clow moved to come out of non-public session at 10:36 PM. Selectman Lacasse seconded the motion. A roll call vote was taken: Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse - yes.

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

VI. ADJOURNMENT:

As there was no further business to come before the board the board, Selectman Clow moved to adjourn at 10:38 PM; Selectman Leary seconded the motion, all in favor.

Respectfully submitted,

Naomi L. Bolton
Town Administrator