

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
May 20, 2013**

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH R. LACASSE, SELECTMAN (Entered at 8:36 p.m.)

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Jim Blouin, Jan Snyder, Tim Redmond, Don Rogers

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

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

**DPW Garage Plans** – Tim Redmond, Director of Public Works, presented plans for the Department of Public Works Building, which is a culmination of public comments from Deliberative Session, departmental comments, and overall comments. Mr. Redmond will be presenting the plan to CIP at the end of the month. The new plan allows for an extension of 40 ft to the main building for future growth. The public can contact Merry Rice to view the plans. Mr. Redmond will be meeting with the Fire Chief next week to ensure they will be fire code compliant and will get estimates for the fire and security alarm systems. He increased the amount of available side parking and center lane parking for future accommodations. All vehicles would be in the building. Mr. Redmond is working on obtaining cost estimates for the building, but wanted to make the Selectmen aware that the building is 40 ft longer than what was previously presented. Chairman Clow asked Mr. Redmond to get prices for a sprinkler system and allow CIP and the Selectmen to provide a recommendation on the options. Mr. Redmond said that they would remove the larger portion of the Highway Garage and shed, leaving the current office to allow them a place to operate from during construction. The possibility of utilizing the old building can be discussed at a later date because it could serve a purpose for many uses.

**Town Hall Water** – Mr. Redmond explained that he was asked to look at the water at the Town Hall because of an odor. He spoke with water companies and they suggested having the water tested. They also suggested that they have anyone they select to give a price come to the building to view the system, smell the water, and provide a proposal to correct the problem. The new well for the Library services the Town Hall and Stone Building as well, with the Legion being on a separate well. He does not know if there is a problem with the water at the Library. Mr. Redmond called Eastern Analytical to have the water at the Library, Town Hall, and Stone Building tested. If it turns out that just the Town Hall has a problem, then they will pursue an issue with the pipes. The odor can be caused by many things, one of which is hydro sulfide and Mr. Redmond received an estimate of \$2,900 for a system. The water testing will tell the water analysts what needs to be done. Mr. Redmond said that the state only mandates that he monitor the Town Office Building and the Daycare; the other town buildings are not in the DES testing program. Vice Chairman Butt said that if there is any danger with the quality of the water, he would like a not potable sign put up. Chairman Clow said to get the water tested and find out what needs to be done to make it safe. Vice Chairman Butt would like the water tested at the Safety Complex as well.

## FINAL

Mr. Redmond told the Board that he should be receiving an answer shortly regarding reimbursement from FEMA for the February 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> blizzard.

**Concord Resource Recovery Association (CRRA)** – Mr. Redmond told the Board that Concord, who is the largest stakeholder, put out a request for proposal for contractors to take the cities trash away to a facility yet to be built in Concord. If Weare's trash does not go to Wheelibrator, all the trash would go to a landfill and get buried. All CRRA trash goes to Wheelibrator, which is a burning facility and is used for energy and then goes to an ash landfill. Mr. Redmond said that it is more ecologically wise to burn than to bury trash. He believes that Concord will invite other towns to join if they build their own facility. If Concord leaves the CRRA then 70% of the remaining communities need to stay to keep the contract. Mr. Redmond said that at this time there are no real answers, but it will be settled once Concord decides what they are going to do. If 70% of the members stay then the Cooperative will still operate. Mr. Redmond suggests that the Board wait before making a decision until he gets more information. Mr. Redmond asked the Board to email him any questions to bring to the Cooperative.

Mr. Redmond said that a machine will be required to grade the area near the gazebo and will be taken care of tomorrow. They will also add some loan and then re-seed the area.

There are orange signs in place on Flanders Memorial because the Highway Department is working on the ditching.

**Appointment to Zoning Board as Alternate Member** – Chairman Clow asked Mr. Rogers what interests him in joining the Zoning Board. Mr. Rogers said that he was contacted and asked if he would like to be an alternate on the Board. He decided that he would give it a try and has attended a meeting.

**Selectman Lawton moved, Selectman Leary seconded to accept Don Rogers appointment as an alternate to the Zoning Board of Adjustment. Passed 4-0-0**

**Chairman Clow moved, Selectman seconded to enter into non public session @ 7:38 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; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Lawton seconded to come out of non public session @ 7:53 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to approve the list of 2013 Chase Park employees as presented. Passed 4-0-0**

Vice Chairman Butt asked Mr. Blouin about the compliant regarding the gazebo and kids being on the roof. Mr. Blouin said that the Weare Historical Society is in charge of the gazebo and PARC is in charge of the green space. Town Administrator Bolton will find out who is responsible. Chairman Clow said that it is a town owned structure and they need to determine who is responsible. Town Administrator Bolton noted that she did call the school and ask them to make an announcement regarding the gazebo.

## MANIFESTS

**Checks dated: May 136, 2013**

**Weekly Payroll \$43,438.65**

**Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated May 23, 2013. Passed 4-0-0**

**Accounts Payable \$488,287.09 (Weare School \$350,000)**

**Gross Payrolls \$44,153.27 (Includes taxes, credit union, police detail)**

**TOTAL \$532,440.36**

## FINAL

**Also, to order the Treasurer to sign payroll checks dated May 230, 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 May 13, 2013 as amended. Passed 4-0-0**

**Discuss and Award Town Office and Library Roof Bids** – Town Administrator Bolton explained that she broke the bids down. It was noted that the six small roofs at the Town Office Building were not included in the proposal. She did call the references on the two lowest bidders for the Town Office and the forth, the third lowest bidder did not provide references. The lowest bidder has done a lot of work with the State of NH and also Merrimack and Concord; all their references were favorable. Town Administrator Bolton said that when they put the budget together for Town Meeting \$42,000 was voted on to be put into the Capital Reserve. If references were not provided, then the bid was not per spec. Chairman Clow asked about the material around the eyebrow dormers and is concerned that aluminum will look bad and not blend in; he thinks that they should consider the copper. Apollo Construction does have the best price and has good references. Selectman Lawton questions the copper, if there is copper there already why would they replace it.

**Vice Chairman Butt moved, Selectman Leary seconded to approve Apollo Construction for replacing the Town Office Building roof at a cost of \$22,500, which includes six connecting roofs, and an additional \$4,000 for 16 oz copper if it is determined to be necessary, with the expenditure to come from the Government Building and Maintenance Fund. Passed 4-0-0**

**Vice Chairman Butt moved, Selectman Leary seconded to approve Apollo Construction for replacing the Library roof at a cost of \$13,000 with the expenditure to come from the Government Building and Maintenance Fund. Passed 4-0-0**

### ADMINISTRATIVE REPORT

*Town Hall Doors* – Six bidders were present for the mandatory pre-bid meeting and have been given until the end of this week to review and respond to the bid spec online. Chairman Clow said that it is important that they proceed slowly and the Historical Society is concerned with proceeding slow because the building is historic. It was mentioned that Selectman Lacasse suggested a submittal of questions and then all the questions and answers go out to the potential bidders to ensure that the project is done right. Chairman Clow attended the first part of the pre-bid meeting. He is not sure that the transom windows have historical significance, but they did talk about the possibility of utilizing the same windows in new framework. The doors they are looking at would be similar to the original and there were transoms there over single doors. Concrete vs granite steps were also discussed at the pre-bid meeting. Vice Chairman Butt asked if anyone indicated if the structure underneath needed to be replaced. Chairman Clow said that there were many questions and one of the potential bidders had done work on the building before. He does not know how they can tell until the whole thing is ripped apart.

*Tax Bill Insert* – Town Administrator Bolton gave a copy of the tax bill insert to each Selectman for their final review. The Board discussed that “being in jeopardy of tax deeding” needs to be defined. Formal payment plans can be negotiated at the time a lien is put on the property. The warrant is ready to be signed for the tax bills to go out. The Board agreed to put the insert in the tax bills as amended.

*Selectman Lacasse entered the meeting at 8:36 p.m.*

Town Administrator Bolton told the Board that Fire Chief Vezina was utilizing the forestry truck and once it back forest fire season he gave up the use of the truck and is now using his personal vehicle. On the way back from an accident, his personal vehicle collided with a deer. He received an estimate to repair his vehicle, but he has a deductible. Chief Vezina is not sure if he should claim the accident through his own insurance or handle it

## FINAL

through the town. Chairman Clow thinks that hitting an animal is part of comprehensive, not collision, and should not affect the rate of Chief Vezina's insurance. Chairman Clow said that if it does not affect Chief Vezina's insurance rate he can put through his own insurance. Town Administrator will look into the issue. Chief Vezina is getting prices to get the Fire Department vehicle fixed. Vice Chairman Butt thinks that they should allow Chief Vezina to utilize a police vehicle. The Lieutenant's vehicle is not being used. Selectman Leary said that he saw the vehicle being used. Vice Chairman Butt asked if the person now using the vehicle was using a marked vehicle, why they are now using an unmarked vehicle. Chairman Clow thinks that it has to do with the equipment in the vehicle. Vice Chairman Butt said that they should try and get around Chief Vezina using his own vehicle and utilize vehicles that are not being used. Town Administrator Bolton will contact Chief Begin to ask about the Lieutenant's vehicle. Selectman Lawton said that at some point the Police Department will need to utilize the vehicle, so they need to address Chief Vezina's vehicle. Chairman Clow thinks that there will be a time in the near future that they will have the opportunity to look at the vehicle situation. Chief Vezina is currently working on getting a quote to repair the vehicle.

Chase Park is opening on Saturday and PARC came in to request \$200 in petty cash.

**Selectman Lacasse moved, Selectman Leary seconded that there be an addition to the Manifest of \$200 under accounts payable for petty cash on behalf of PARC. Passed 5-0-0**

**Chairman Clow moved, Selectman Leary seconded to enter into non-public session @ 8:48 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 @ 10:40 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**

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

**Passed 5-0-0ADJOURNMENT**

A True Record.

---

Cherry Palmisano, Recording Secretary

**Administrative Report Topics for May 20, 2013 Board meeting:**

## **FINAL**

1. Emergency Management Director – position still vacant
2. Police Policies and Procedures – MRI has been contacted and they can develop draft general orders (Sick, Hours of Rest, OT and Flextime) for the Board. A committee needs to be formed for shift schedule discussion per a discussion during negotiations.
3. Performance Evaluation Forms – this topic will be placed on the June 3<sup>rd</sup> agenda
4. Website – another one or two demonstrations will be scheduled on future agendas
5. Government Building & Maintenance Projects:
  - Town Hall Fire Alarm – installation will begin Tuesday and completed by Thursday of this week by ESP
  - Library Roof – bids were opened and discussion about awarding in on agenda tonight
  - Town Office Roof – bids opened on 5/13 and discussion about awarding for tonight
  - Town Hall Doors – Mandatory pre-bid meeting was held Wednesday, May 15<sup>th</sup> @ 4 PM – Bids are due back for Monday, June 3<sup>rd</sup> – this due date may have to change as a result of the pre-bid meeting.
  - Clinton Grove Academy Roof – still waiting to hear back from State
6. Tax Bill Insert – final version to be reviewed this evening
7. CRF – Computer Fund – Tina has been busy preparing for the audit as they started here today and will be here for most of the week. She stated that it is next on her list and she will get the information to us soon.
8. Lawn Care Company – Bigg Dawg was contacted regarding the fields and the cemeteries. Last Thursday the fields were scheduled to be mowed and they are constantly working on the cemeteries, they know of the May 27<sup>th</sup> ceremony. Janet Brown has been in contact with them as well.
9. Parks and Recreation – Mike Housman was notified of the complaint of trash and the exposed rocks at the playground at Bolton Field. Mr. Housman reported back that he went down to Bolton Field and picked up the trash around the lower fields and reminded the lacrosse program to be sure they are policing the area for trash. An order of playground chips should be delivered this week.
10. Gazebo – Principal Mark Willis was called regarding the recent vandalism and children climbing on the gazebo. We was going to make an announcement as a reminder and speak with the after school program as well.
11. MRI – Diane will be here Friday the 24<sup>th</sup> to be in the tax collector's office. Mr. Walker was given the Chief's cell phone to arrange times to work with him.