

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
October 14, 2013**

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

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Jan Snyder, Frank Campana, Mike French

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

**PUBLIC COMMENT** – Frank Campana told the Board that he hopes that the appointing of a new Police Chief will be a turning point for the Police Department, town, and the tax payers. He said that the Board will change, but hopefully the Police Chief will be with the town through several Boards. Mr. Campana hopes that they will avoid some of the mistakes in the past. Mr. Campana commented on the recent retirement in the Police Department that is getting \$78,000 a year and there had to be some reason to get to that excessive threshold. He wishes the Board good luck with their choice for Police Chief. He encouraged the Board not to be too quick with the blank checkbook and if the Police Chief makes a request for a new cruiser to make sure a new cruiser is what they get.

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

Mike French is acting Police Advisor and will be in charge of the Police Department until the Police Chief takes over.

**Chairman Clow moved, Selectman Lawton seconded to enter into non public session @ 7:08 p.m. pursuant to the authority granted in RSA 91-A:3II (c). 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 Leary seconded to come out of non public session @ 8:08 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, Selectman Leary seconded to seal and restrict the minutes of the non-public session. Passed 4-0-0**

**APPOINTMENT OF NEW POLICE CHIEF**

Chairman Clow said that the Board will make an appointment tonight and John Velleca from Durham, CT will be officially sworn in as Chief of Police of Weare on October 26<sup>th</sup>. There will be an open house at WMS at 3:00 on October 26th and the Board hopes that all citizens will come to meet Mr. Velleca and his family. The official appointment will be made tonight because there will be paperwork that needs to be signed between now and then.

**Selectman Lawton moved, Selectman Leary seconded to appoint John Velleca as Chief of Police of Weare. Passed 4-0-0**

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### MEETING MINUTES

**Chairman Clow moved, Selectman Lawton seconded to approve the minutes of October 7, 2013 as amended. Passed 3-0-1; Selectman Leary abstained.**

### ADMINISTRATIVE REPORT

Chairman Clow had previously requested a cheat sheet from DRA to inform them when forms are due. Town Administrator Bolton printed out the information for due dates from the DRA website. She also found a sheet regarding types of funds and how they can be used and a glossary of basic terms that she thought was informational.

Gazebo – Apollo Construction was supposed to be finished this week as long as the weather was good. Town Administrator Bolton said that she did speak with him because the project was supposed to be done by Old Home Day. She will check with him again this week. Chairman Clow said that they should take a look at the whole gazebo between now and the 250<sup>th</sup> anniversary celebration. He said that if they find they have money left in the Government Building and Maintenance Fund at the end of the year, they should look into having someone go through the gazebo to make it look more presentable. Town Administrator Bolton said that there has been discussion that the gazebo needs a lot of structural work. Chairman Clow wants it noted that the Board has concern and intent to take a look at the gazebo and perhaps get prices in the spring.

Town Website – Vice Chairman Butt asked Town Administrator Bolton if she spoke with Virtual Towns and Schools about linking what has been done to the website to the town's current website. It was discussed that Town Administrator Bolton will put the pdf file up on the website for people to see.

The prisoners have been called in the week of November 12th through the 18th to do work in town.

The Cemetery Sexton position needs to be filled by January 1, 2014. The Sexton gets called when there is a death, meets with the family to pick out a plot, and records the lot at the Town Office. The funeral home has someone dig the hole and gets paid by the funeral home, no money goes through the town. It was mentioned that the Cemetery Sexton might have been a volunteer position. Chairman Clow mentioned seeing invoices that were related to the Cemetery Sexton. It was discussed that there was possibly \$40 per arrangement paid to the Sexton. Vice Chairman Butt thinks that the Sexton should be paid. Town Administrator Bolton noted that they still carry an amount in the budget for burials. Cemetery Trustee Jan Brown has been trying to find someone to fill the position. Currently Don Rogers is the Sexton and meets with the family and brings the application to the town for the Board's approval of the lot deed. Town Administrator Bolton will check to see what the Cemetery Sexton was paid and once they arrive at a figure they can post the position.

Shmid/Banks Site Walk is scheduled for Saturday, October 26<sup>th</sup> at 9:00 a.m. Selectman Leary asked if the site walk is open to PARC. Chairman Clow said that it would be a good idea. Paul Doscher from the Forest Society is available to attend.

2014 Proposed Budgets – Town Administrator Bolton told the Board that she received the majority of the budgets, but has not received the three biggest departments. Mr. Redmond told her on Friday that he had his budget 90% complete and she believes Chief Vezina might have his budget ready. Typically the Board brings in the three largest departments. The Board will meet with the Fire Department on the 28<sup>th</sup> and the Department of Public Works on November 4<sup>th</sup>, and Town Administrator Bolton will provide the progress of the Police Department as she gets it. Chairman Clow noted to have the three largest departments utilize the same format as all the other departments, which was provided by the Finance Administrator.

Town Administrator Bolton told the Board that there are not enough members for the Finance Committee; she will touch base with John Foss.

There is a folder containing agreements from the Tax Collector that require signatures from the Board.

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Police Chief Contract – Town Administrator Bolton told the Board that she utilized a boiler plate provided by Alan Gould from MRI that was used in other towns. She filled in names and amounts. Town Administrator Bolton noted that she put #10 in the contract, it was not in the first one, and she is not sure if it needs to be expressed out separately. A public hearing, with ten day's notice, will need to be held because it is a multiyear contract. The contract makes mention of the personnel policy as far as benefits. The Board discussed that they need to review the contract thoroughly before presenting it to the Police Chief and will spend time on it at next Monday's meeting. The Board will review the contract and work on their final draft next Monday. Vice Chairman Butt would like to have Alan Gould present when discussing the contract. Town Administrator Bolton will schedule Alan Gould to meet with the Board for Monday at 6:00 p.m.

Meetings for the DPW and Police Department collective bargaining will be scheduled as soon as possible for the ground rule meeting.

## CORRESPONDENCE

A letter was received from a taxpayer regarding Avitar Assessors. It was discussed that Town Administrator Bolton could reach out to the state monitor who oversees the process with Avitar to see if they will do the walkthrough. The state monitor may not be interested in doing the walk through. The taxpayer has a specific schedule that needs to be considered. There is an open building permit. Vice Chairman Butt mentioned possibly an employee of the town could go on the walk through. The taxpayer has concerns with the professionalism from the Avitar Associate that visited their property. There is a formula that Avitar uses to come up with the assessment. Town Administrator Bolton will try to come up with an applicable solution.

Vice Chairman Butt asked about Capital Reserve Fund balances. Town Administrator Bolton said that the Finance Administrator was going to develop a spreadsheet. Vice Chairman Butt requested a spreadsheet which will be used for planning purposes so that they would know what is in the funds. He wants to know what is going to be expended, but has not yet been expended. Town Administrator Bolton noted that she asked the Finance Administrator to do it. Vice Chairman Butt said that on Wednesday they have a near final CIP meeting and at that meeting they also look at revenue.

Vice Chairman Butt asked if Mr. Redmond has been trained to use the purchase requisition system. Town Administrator Bolton said that he has not because they can't put it on his machine. They will have to purchase a module for that department. Mr. Redmond purchased a new computer last week from his operating budget and his old computer did not have the module on it. The module is on the laptop that is used at the Transfer Station, but the purchase requisition system is not being utilized by those employees. The Board discussed that they need to order the module or license for Mr. Redmond's computer and remind the employees at the Transfer Station that they need to utilize the Purchase Requisition System.

There is a request from Luke Drake to be able to use a motorized vehicle to extract a moose from town land if he gets one. The Conservation Commission already signed on Wednesday night.

Vice Chairman Butt moved, Selectman Lawton seconded to authorize the Chairman of the Board of Selectmen to sign granting Luke Drake permission to use an ATV on town land to extract a moose. Passed 4-0-0

Vice Chairman Butt requested the balance of the Police Special Revenue Fund.

**Chairman Clow moved, Selectman Leary seconded to enter into non public session @ 9:16 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; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Lawton seconded to come out of non public session @ 11:00 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**

**FINAL**

**Chairman Clow moved, Selectman Leary seconded to seal and restrict the minutes of the non-public session. Passed 4-0-0**

**ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary