

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
January 26, 2015**

**PRESENT:** TOM CLOW, CHAIRMAN; KEITH R. LACASSE, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; JENNIFER BOHL, SELECTMAN

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Frank Campana, Jan Snyder, Richard Gunn

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

**Chairman Clow moved, Selectman Bohl seconded to enter into nonpublic session @ 6:45 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Vice Chairman Lacasse moved, Chairman Clow seconded to come out of nonpublic session @ 6:55 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Lawton – yes; Selectman Leary – yes; Vice Chairman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

Chairman Clow noted that the Board was in nonpublic session to interview a potential candidate for the Highway Department.

**PUBLIC COMMENT**

Frank Campana referred to the minutes from the last Selectmen's meeting and two references regarding that there is no plan or intention to hire a deputy police chief. He checked the website and noticed that the posting for the deputy police chief is still there. Chairman Clow said that it will be removed. Mr. Campana said that he has questioned in the past why exit interviews have not been conducted by the Board, especially in light of the long-time Highway employee that just left employment with the town. He asked if an exit interview was done, and if not, why not ask what made him move on.

**Vice Chairman Lacasse moved, Selectman Leary seconded to hire Richard Gunn as a Truck Driver/Transfer Station Attendant at a rate of pay of \$15.30 per hour effective January 28, 2015.**

Mr. Gunn has lived in town all his life. He has been in the construction field since 1999. Mr. Gunn is very familiar with the town and has plowed snow before. Chairman Clow noted that they moved the person that was in the split position into a full time truck driver.

**Passed 5-0-0**

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

**Finalize and sign 2015 town warrant**

The Article numbers have changed since the previous draft.

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Article 20 now reads to establish a Transfer Station Improvement and Equipment Replacement Capital Reserve Fund.

There will be detailed handouts at Deliberative Session for the Noise Ordinance. The legal opinion received was that the Noise Ordinance is a typical Noise Ordinance, but they are hard to enforce.

The 2015 default is \$5,315,551.00.

The Warrant has to be posted tonight. At Deliberative Session an Article can be changed as long as the sense of the Article is not changed. The default budget cannot be changed at Deliberative Session.

No recommendations have been received from the Finance Committee yet. The recommendations and reasoning for the Articles will have to be done on the floor at Deliberative Session. Chairman Clow said that he attended the Finance Committee meeting last week and they primarily went over the police contract and insurance changes. The Finance Committee did express their concerns regarding the Fire Department and default budget including the Town Administrator's full salary amount.

The 2015 Town Warrant was reviewed by both DRA and Town Council.

Article 12 includes an escape clause and requires a majority vote. The escape clause wording came from DRA. Jane Snyder explained that they are actually appropriating the next year's payment. The article is asking the voters to enter into 5 year financing agreement and next year the payment will be in the operating budget and will also be in the default budget next year. If this article passes a new line would be established in the Fire Department budget for the ambulance lease payment.

Article 26 is lapsing.

Article 28 for Household Hazardous Waste is not a fund and cannot be spent for any other purpose.

### **Assign Speaking Assignments for Deliberative Session**

The Board discussed which Selectmen would be best to speak to each Article and the Articles were assigned accordingly.

Each member of the Board signed the warrant.

Chairman Clow previously emailed each Selectman the information he received from former Deputy Commissioner Sweeny to review so they could make a decision on how to proceed with the police chief search. Earl Sweeny recommended they have someone as a lead consultant. Vice Chairman Lacasse thinks that if they have more than one avenue they should get proposals. Chairman Clow thinks that if they want more than one name, they should ask Mr. Sweeny for more than one name. Vice Chairman Lacasse asked if Primex could make a recommendation. Town Administrator Bolton mentioned Bob Barry. MRI did not do wrong in the process, but wrong with the interim chiefs. The Board discussed that there is no harm in getting proposals from other sources as long as they move forward. Chairman Clow asked if they could still consider MRI as one of their options. He thinks that MRI's work set a lot in motion and led them to a point where they made changes. Town Administrator Bolton was asked to contact MRI to see if they would be comfortable with assisting with the process and to provide an estimated cost. Town Administrator Bolton mentioned the Police Chiefs Association and asking if they can place an ad on their website; she will reach out the president of the association. Vice Chairman Lacasse said that they could solicit proposals for this service, MRI could issue a proposal, and the Board could distribute to the names of those given and ask how much they would charge as well as the scope that they would provide. Selectman Lawton said that MRI previously scoped out exactly what they were going to do in a sixteen step process. Mr. Sweeny has a step by step process as well. Chairman Clow said that Mr. Sweeny's process is a huge as he outlined it. The Board needs someone to facilitate the process and they need to

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establish a timeframe. Town Administrator Bolton will reach out and get names to provide to the Board and present them at next week's meeting.

### MEETING MINUTES

**Chairman Clow moved, Selectman Bohl seconded to approve the minutes of the public forum of November 19, 2014 as amended. Passed 5-0-0**

**Chairman Clow moved, Selectman Lawton seconded to approve the minutes of January 19, 2015 as amended. Passed 5-0-0**

There is actually \$112,077.92 remaining of the 2014 budget. Selectman Lawton mentioned that the purchasing policy/module should make it accurate.

### MANIFESTS

**Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to review and sign following manifests and order the Treasurer to sign the accounts payable and payroll checks dated January 29, 2015.**

<b>Accounts Payable</b>	<b>\$490,731.63</b>	
<b>Payroll Manifest</b>	<b>\$44,802.03</b>	(includes taxes, credit union, police detail)
<b>Supplemental Payroll Manifest</b>	<b>\$150.63</b>	(non-inclusive in first payroll batch)
<b>Supplemental Payroll Manifest</b>	<b>\$308.48</b>	(non-inclusive in previous payroll batches)
<b>TOTAL</b>	<b>\$535,684.30</b>	

Vice Chairman Lacasse noted that the check for \$308.48 only has one signature and needs to be discussed in nonpublic.

The accounts payable is mostly a yearly insurance payment to Primex.

### TOWN ADMINISTRATOR REPORT

Wendy Stevens is taking another position. Town Administrator Bolton thanked her for doing the minutes for the ZBA, Planning Board, and Board of Fire Wards. Ms. Stevens will be continuing on the Conservation Commission and will continue to make updates to their website.

*Comcast Contract* 6 Town Administrator Bolton told the Board that the contract will be expiring soon. The contract has basically been the same for 7 years, with some minor changes. The Town of Weare receives \$30k for equipment upgrades. Town Administrator Bolton told the Board that Brian Christiansen from Comcast could come in to discuss the contract with them. If the Board wants to negotiate anything in the contract, Mr. Christianson will have to be here. Selectman Lawton would like the contract length to be five years. Town Administrator Bolton will email each Board member a copy of the contract and will ask Mr. Christiansen to meet with them on February 2<sup>nd</sup> or 9<sup>th</sup>. Chairman Clow asked Town Administrator Bolton if she received recommendations from the IT individual for the school. Town Administrator Bolton said that the school's IT person does need a small tweak to the equipment, which would come out of the \$30k. Chairman Clow said that in the past they discussed a drop for the Town Hall. Chairman Clow noted that there is an ongoing issue with sound, is it town equipment or Comcast causing the problem. The Board will discuss the contract on February 9<sup>th</sup> and ask the Comcast representative to come in on February 15<sup>th</sup>.

Town Administrator would like to go over the PRIME program with Phil St. Cyr.

The Board agreed to close the Town Office on Tuesday, January 27, 2015 to due the forecasted weather.

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Chief Vezina sent correspondence that the Fire Department will have storm staffing at the Safety Complex starting at 7:00 a.m. on Tuesday, January 27th until the weather conditions improve. Vice Chairman Lacasse would like to know if the generators that the town accepted as gifts will be going to homes with medical needs.

*Town Hall Doors* ó A quote was received from Mr. Hewey for an hourly wage. Chairman Clow said that there is a substantial difference in material costs for what they are now recommending. He would like Dave Caldwell to explain what the difference is in costs between what is on there vs the new doors and installation and repainting. The town would have to pick up the difference in the price of the new doors, but Mast Road would credit the cost of the installation and painting of all the doors.

*Inventory* ó Selectman Lawton mentioned that Tina Connor had raised the prospect that the software they already have has the ability to do the inventory. He asked that Beth research to see if they could move forward.

*Purchase Order* ó Selectman Lawton mentioned that Mr. Redmond does not like the Purchase Order system for small items. Selectman Lawton mentioned having an open purchase order for up to \$500. Town Administrator Bolton explained that not everyone is entitled to charge and there is a specific list of those authorized to charge. She will explain the open purchase order to Mr. Redmond.

Selectman Lawton asked about fuel costs and the total amount of taxes per gallon. Town Administrator Bolton will get the information, but thinks it is \$0.42 a gallon. Town Administrator Bolton said that home heating fuel and propane were put out to bid, but they estimate the per gallon cost on diesel and gasoline. Vice Chairman Lacasse noted that Mr. Redmond said that only fuel is expended from the fuel line and it is not spent anywhere else. Chairman Clow said it would be interesting to know how much of the remaining \$112k from 2014 is actual fuel costs. Selectman Lawton thinks the line is way over budgeted. There was \$5,137.64 remaining in the 2014 fuel line budget. Selectman Lawton said that they already bought fuel this year for less than what was budgeted. It was noted that last winter they paid \$3.86 per gallon, but only budgeted \$3.50.

The Board discussed linking the Weare Community News to the town website. Selectman Lawton thinks that they should link all newspapers that cover Weare to the town website. Chairman Clow would like to think of the ramifications before doing so and noted that the Weare Community News is 100% local and contains no editorials. The Board asked Town Administrator Bolton to link the Concord Monitor, Union Leader, Messenger, Goffstown News, and Weare Community News to the town website.

**Selectman Bohl moved, Vice Chairman Lacasse seconded to adjourn at 9:12 p.m. passed 5-0-0**

## ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary