

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
May 23, 2016**

PRESENT: KEITH R. LACASSE, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; JENNIFER BOHL, SELECTMAN; FREDERICK W. HIPPLER, SELECTMAN JOHN (JACK) MEANEY, SELECTMAN

RECORDING SECRETARY: Kathleen Humphreys

TOWN ADMINISTRATOR: Naomi Bolton

Chairman Lacasse moved, Selectman Meaney 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 Hippler – yes; Chairman Lacasse – yes; Selectman Meaney – yes; Vice Chairman Clow - yes. Passed 5-0-0

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

The Board met with Parks and Recreation Director Karyn Stogner to discuss the employees to be hired for Chase Park for the summer.

GUESTS: Frank Campana, Jan Snyder, Steve Roberts, Bruce Fillmore, Jennifer Quinlan, Heleen Kurk, Lori Davis and DPW Director Benjamin Knapp.

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

PUBLIC COMMENT

Heleen Kurk wanted to know the status of the gazebo for upcoming events: Town-wide Yard Sale on June 4, 2016 and Old Homes Days on Aug. 27, 2016. She will be kept updated. Mrs. Kurk also wanted to know if the area under the ice skating rink will be returned to grass or stay dirt. She was told there is no irrigation there.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Chase Park Employees: Parks and Recreation Director Karyn Stogner was present asking the Board to hire the list of employees discussed in the nonpublic to begin this upcoming Memorial Day weekend, as the park will be opening.

Chairman Lacasse moved, Selectman Hippler seconded to approve Chase Park hires as presented in non-public session; Supervisor pay at \$11/hour, Shift Supervisor at \$8.50/\$8.00, Lifeguard at \$8.00/hour and other employees at \$7.50/hour. Motion passed 5-0-0.

The Board briefly mentioned the Federal Rule for Over-Time.

Appointment of Full Member Cable Committee

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Jennifer Quinlan said she saw a notice for volunteers and felt she could bring good ideas and a fresh view. She has a child that will be graduating shortly from high school and felt she had to time to give back to the community.

Vice Chairman Clow moved, Selectman Meaney seconded to appoint Jennifer Quinlan as a Full Member Cable Committee for a three-year term. Motion passed 5-0-0.

Update on DPW Garage

Two bids were received to build the DPW Garage while 12 companies were notified. The bids going out late in the bid season contributed to the low number of received due to the tight schedule. DPW Director Knapp will need to find storage units for the contents of the building. He has located a place for the two mechanics to work until Dec. 31 but they will need to vacate after that date.

In a design-build situation the plans are drawn and it takes about six-weeks for the steel. Bruce Fillmore had concerns that steel could inflate 30-40%.

Steve Roberts reported it takes 16-weeks for the factory to fabricate the building and they still need to get the plans in place. His comment was the schedule is not realistic. Especially with a new DPW Director in place he would feel better to slow down the process and rebid. He said, "We want something that is good for the town."

Breaking ground in April may be a better option which would allow for more companies to bid the project and more competitive prices. It was noted that prices typically go up in January and they could lock rates prior.

Town Administrator Bolton mentioned that the New Hampshire Solar Up project is getting started.

The debate on Design Build vs Construction Management ensued. Chairman Lacasse is an architect and had an editorial which stated if the town skips the architect services it won't save money and they will have a plan in place before the bid process. *End of editorial*

The Construction Management firm is responsible for staying within the budget and if they have to rebid the job it's on their cost.

The Bond will be closing soon and that money will go in an interest bearing account and the balance will be available when the project starts.

The Board was in agreement to reopen the RFP's with a deadline date in August and anticipate awarding the contract in September/October.

Social Media Policy

The Board reviewed social media policies from a variety of town, Weare PD, Weare Library and PRIMEX. For Facebook pages the policy needs to think about the personal use of private pages and officials pages sponsored or administrated by the town.

Vice Chairman Clow felt that volunteers or Board or Committee members have a responsibility to the town therefore their personal Facebook pages should reflect well on the town.

The Board felt that Gilford's policy has relative information on page 5, Under C, E F and G and the Weare Library had a good purpose statement. Also in Gilford's policy page 6, Section G under paragraph 4 Cyber

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Bullying directed should be directed to any person. Exeter policy had a good opening statement paragraph 4.0 and 5.1 as well as Atkins policy #7 regarding official sites. Town Administrator Bolton will work on a draft.

The discussion also included the use of personal phones and the use of Facebook while at work.

The Board also talked about a better policy to keep track of policy updates such as including supersede on the new policy and signing the ordinance book.

Parks & Recreation Paving

The Parks & Recreation failed to get three quotes before have work done on the parking lot. Town Administrator Bolton reviewed the policy with chairperson.

Vice Chairman Clow moved, Selectman Meaney seconded to approve the expenditure of \$5,000 for seal coating, crack sealing and striping for the Chase Park parking lot. Motion passed 5-0-0.

Town Administrator Bolton read a long list of repair problems at the Stone Building. Chairman Lacasse made an editorial statement that is why the town needs to hire professionals and just because these are small jobs the town still needs a professional to oversee it. They pay for design oversights. *End of Editorial*

The project was billed an additional \$3,245 without authorization. A purchasing policy that included change orders and instructions preceded this information.

Chairman Lacasse moved, Selectman Hippler seconded to approve the request of \$3,245 from Space Kraft HVAC for new piping due to gas leaks in the Stone Building, with money to come from the Government Building and Maintenance Fund. Motion passed 5-0-0.

Documents for previously approved work on the police station evidence cell and garage door, the Jaws of Life and a water heater were signed.

MEETING MINUTES

Chairman Lacasse moved, Selectman Bohl seconded to approve the minutes of May 9, 2016 as amended. Passed 5-0-0

Minutes of May 16, 2016 will be tabled to next meeting.

MANIFESTS

Chairman Lacasse moved, Selectman Hippler seconded to order the Treasurer to sign accounts payable and payroll checks dated May 26, 2016 as included in the following manifests:

Payroll Manifest	\$ 45,668.02 (Weekly & Monthly Payroll)
Supplemental Payroll Manifest	\$ 60,029.39
Accounts Payable Manifest	\$ 50,227.64
Supplemental Accounts Payable Manifest	29,983.09

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Weare School District Manifest \$ 450,000.00
(May 23, 2016 Appropriation)

TOTAL \$ 635,908.14

As there is no Selectmen's Meeting schedule for Monday, May 30, 2016 the Board voted to order the Treasurer to sign payroll checks dated June 2, 2016 estimated to be about \$40,000.00. Furthermore, to order the Treasurer

to sign up to the amount of \$40,000.00 for accounts payables that cannot wait until the next scheduled meeting of June 6, 2016 without incurring late charges or interest. Reports and actual check amounts will be reported to the Board of Selectmen by inclusion on the Manifest Memo at the next scheduled meeting.

Passed 5-0-0

Selectman Hippler had a question on the manifest and wanted to know why the Weare Police union dues and dues to the police department are in the manifest. Town Administrator Bolton explained the money is taken out of their check at \$5/week for dues and \$11/week for union dues then the town writes one check for payment. The town is not paying their union dues.

ADMINISTRATIVE REPORT

-The Department of Justice is using the Weare Police Worn Body Camera policy as a national model.

-June 11, 2016 from 3-7pm is the Cub Olympics at Bolton Field. The Town Administrator will check on the request to the Parks and Recreation Committee.

-Clinton Grove Academy painting will get started the first or second week of June.

-Dates were provided to the Noise Ordinance Subcommittee and Feasibility Subcommittee for the Firing Range so they could book the board room for their first meeting.

PUBLIC COMMENT

None

CORRESPONDENCE

None

OTHER BUSINESS

Chief Kelly has sent regular emails on the status of the police vehicles.

Chairman Lacasse moved, Selectman Meaney seconded to enter into nonpublic session @ 8:37 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Bohl – yes; Selectman Hippler – yes; Chairman Lacasse – yes; Selectman Meaney – yes; Vice Chairman Clow - yes. Passed 5-0-0

Chairman Lacasse moved, Vice Chairman Clow seconded to come out of nonpublic session @ 8:52 p.m. A roll call vote was taken, Selectman Bohl – yes; Selectman Hippler – yes; Chairman Lacasse – yes; Selectman Meaney – yes; Vice Chairman Clow - yes. Passed 5-0-0

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Vice Chairman Clow moved, Selectman Meaney seconded to seal and restrict these nonpublic session minutes. Passed 5-0-0.

Next meeting is June 6, 2016 at 7:00pm.

Chairman Lacasse moved to adjourn at 8:54 PM; Selectman Bohl seconded the motion. Passed 5-0-0

ADJOURNMENT

A True Record.

Kathleen Humphreys, Recording Secretary