

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 3, 2017**

PRESENT: TOM CLOW, CHAIRMAN; FREDERICK W. HIPPLER, VICE CHAIRMAN; JOHN (JACK) MEANEY, SELECTMAN; JON OSBORNE, SELECTMAN; AND JAN SNYDER, SELECTMAN.

RECORDING SECRETARY: Naomi L. Bolton
TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Lori Davis; Mark Willis; Kathleen Sargent; Marjorie Burke; Frank Campana; Craig Francisco; Carol Starkie; Tina Connor; Karyn Stogner-PaRC; Donny Guillemette; Shawne Hilliard; Eileen Meaney; Jeff Anderson; Randy Magoon; Lisa Johnson; Susan Morin.

Chairman Clow moved, Selectman Snyder seconded to enter into nonpublic session @ 6:45 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

Vice Chairman Hippler moved, Selectman Meaney seconded to exit from the nonpublic session @ 6:51 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

The Board interviewed an applicant to be the deputy town treasurer.

Chairman Clow welcomed everyone present and watching before calling the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance. Chairman Clow stated that we had an earlier nonpublic session to meet with a candidate to be the deputy town treasurer. With that being said, Chairman Clow asked to take up that order of business before public comment due to time constraints of the applicant.

Treasurer Tina Connor introduced Carol Starkie. Ms. Starkie has lived in town for several years. She has worked at the Farm Credit Bureau since 1998. She has an accounting degree and a Master's degree in Finance. She is very proficient in Quick Books. She teaches classes in Quick Books. Ms. Connor stated that she felt she is very qualified and Ms. Starkie is interested in giving it a try. With no further questions or comments, Ms. Connor asked to Board to approve the appointment of Carol Starkie as Deputy Town Treasurer. **Chairman Clow moved, Selectman Meaney seconded to approve the appointment of Carol Starkie as Deputy Town Treasurer. Passed 5-0-0**

Chairman Clow then administered the oath of office for Carol Starkie, Deputy Town Treasurer

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Frank Campana stated that he never thought this was going to be a lifetime commitment. He has an on-going concern about the Board managing his tax money. He has mentioned this several times that he would like to see the DPW doing the work on the police cruisers, not on the older ones because those are being replaced. He understands that it probably has to do with scheduling a good deal of the time, but with that being said he saw the newer SUV in March sitting at Marc Phillips Automotive, so he requested copies of the invoices to see what was done. Mr. Campana stated that he did speak to Chief Kelly at candidate's night to tell him that he would like to see the DPW take on the cars. The invoices that he is talking about were on last week's manifest, there were three in total. The first was to replace muffler, brakes, rotors, v-belt and serpentine belt. He agrees that it might have been too much for the DPW at this time, but he is disappointed with the costs. He's sure the parts were probably purchased locally, which seemed to be charged higher than usual. The next invoice was for an oil and service on the Taurus for \$42 which could have been done at the DPW. Mr. Campana stated that the last invoice really makes him think there is no hope for the future. It was for a 2011 Crown Victoria because the check engine light was on, the fuel cap light was on and the low tire light was on. This invoice was for \$90. Mr. Campana stated that it appears that nobody cares and who is authorizing these repairs. Mr. Campana stated that one of the candidates sitting at the table stated that they would be checking all the invoices that were paid.

Chairman Clow replied that we go through the invoices in the manifests and we are provided monthly printouts from the Finance Administrator with the expenses broken down by vehicle for both the police and DPW.

Eileen Meaney, Quaker Street wanted to use this time as a public service announcement. On Tuesday, April 18th at the Safety Complex from 5:30 PM – 7:30 PM E-9-1-1 is sponsoring an event in a joint effort between the Fire Department and Police Department for a Medical Mental Health Registration night. She is encouraging everyone to attend. It is open to anyone in Town. The purpose is to let 9-1-1 know of any special issues with residents, so that the Town can provide better care of them. The last time this was done in 2012. By registering it would let the emergency services know that special care may be needed depending upon the situation.

DEPARTMENT HEAD/COMMITTEE ITEMS

Reappointment as full member to Planning Board: Craig Francisco was present to be reappointed as a full member of the Planning Board. Mr. Francisco stated that he has been on the Planning Board for 12 years. When asked what keeps him interested in continuing, Mr. Francisco replied it is basically for unfinished business. Chairman Clow stated that he appreciated all the years of service and for continuing his service. **Vice Chairman Hippler moved, Selectman Meaney seconded to reappoint Craig Francisco as a full member of the Planning Board for a three (3) year term. Passed 5-0-0**

Reappointment as full member to Conservation Commission: Andy Fulton was present as a full member of the Conservation Commission. Mr. Fulton stated that he has been on the Conservation Commission for 12 years and has been Chairman for the last 10 years. When he was asked what keeps him interested, Mr. Fulton replied that he feels it is still worth doing. New ideas and new blood is welcome as they are current short staffed. The trails committee has been hard at work and will be putting up a kiosk. Mr. Fulton said that they will be meeting with an outfit from Vermont next week to discuss what services they might be able to provide to assist the Town in trails work. Selectman Osborne asked why all the timber harvest done on town forest property clear cut and not selective. Mr. Fulton stated that they rely on the recommendation from the Town Forester, so he would refer that question to him. Chairman Clow thanked Mr. Fulton for his service. **Selectman Meaney moved, Selectman Snyder seconded to reappoint Andy Fulton as a full member of the Conservation Commission for a three (3) year term. Passed 5-0-0**

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Reappointment as full member to Parks & Recreation: Randy Magoon was present as a full member of the Parks and Recreation Commission. Mr. Magoon stated that he is here but he may not be able to stay on for the entire three year term. The Parks and Recreation Commission like other committees and commissions are light on help as well. He is hoping to help recruit enough people, so that he will be able to step out. Chairman Clow thanked him for volunteering his time. **Selectman Meaney moved, Vice Chairman Hippler seconded to reappoint Randy Magoon as a full member of the Parks and Recreation Commission for a three (3) year term. Passed 5-0-0**

Discuss MOU regarding Skateboard Park: Chairman Clow stated that a few months ago there was a joint meeting at the Weare Middle School Library with the Weare School Board and administration; the Board of Selectmen; Town Administrator; Chief Kelly and Parks & Recreation Director Karyn Stogner to discuss the skateboard park. At the end of the meeting the Weare School Board drafted this Memorandum of Understanding (MOU) for discussion. Weare School Board Chairman Marge Burke, Merrill Road she said she is going to defer any questions to Mark Willis, Principal of the Middle School; Shawne Hilliard, Principal of the Upper Elementary School and Kathleen Sargent, Business Administrator of the SAU as they did the majority of the work on the MOU. The Weare School Board reviewed it and worked on it for a couple of months to get this product. Chairman Clow recalled one of the major concerns mentioned was the ability for the school to step out and remove people from using it during school hours. Lines 1 and 12 address it, but he is wondering if there is a way to possibly strengthen it. Karyn Stogner, Parks & Recreation Director stated that she felt this should be done as more of a round table discussion so that we know what is meant by each of the 15 items. She added that she is not sure that the Parks and Recreation is okay with this and ready to adopt it as they have not had a chance to look at it. Ms. Stogner stated that she thinks it is great but has concerns with 3, 4, 7, 10 & 15. She would like to see the police department to take a swing by periodically and not necessarily have it be written. Parks and Recreation have their monthly meeting on April 11th, so they will be able to review it, discuss it and get comments back. Another meeting with the School Board was suggested after the Parks and Recreation meeting. Chairman Clow stated that in reality we may have a little bit longer than two weeks if necessary due to the weather. He would really like to see that sufficient time as allowed to be able to make everyone involved content. Randy Magoon stated that he has a concern with #15 which talks about "within 5 years an alternate location for the skateboard park will be chosen to remove it from school property and allow for possible expansion/replacement of equipment." Ms. Stogner stated that #3 & #4 with regard to enforcement seems very difficult to enforce. Mark Willis stated that the issue they have is with the older kids that are there during the school day. A lot of these issues are merely guidelines. Selectman Snyder stated that her 15 year old grandson utilizes lots of parks in Meredith and Hampton, but they are not at schools so there are not these issues. Karyn Stogner stated that she would like to coordinate item #10 regarding signage with the school. Ms. Stogner handed around copies of the current signs that are posted at the skateboard park with the current rules. Vice Chairman Hippler stated that he would like to see Parks and Recreation and the Weare School Board come to an agreement before coming back to the Board of Selectmen. Selectman Meaney agreed that this first draft may need to be fine-tuned. He would also like to see Parks and Recreation meet next week, then go and meet with the School Board to see if another draft agreeable to all can be drafted. Marge Burke, Chairman of the Weare School Board stated that their next meeting is April 18th at the Weare Middle School Library at 6 PM. Chairman Clow felt that Parks and Recreation and board members that are available should go to the April 18th meeting. Several members of the Board of Selectmen agreed to attend, so Town Administrator Bolton will post that as a Board meeting. (Draft MOU attached)

MEETING MINUTES

March 27, 2017 Minutes: Chairman Clow moved, Vice Chairman Hippler seconded to approve the March 27, 2017 minutes as amended. Passed 5-0-0

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MANIFESTS

Chairman Clow moved, Selectman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated April 6, 2017 as included in the following manifests:

Payrolls Manifest	\$ 60,720.02	(Payroll includes: weekly payroll for w/e 03/30/17; PD Department Uniform Allowances, Longevity Bonuses and Bonus Day Payout for qualify employees)
Supplemental Payroll Manifest	\$ 2,316.02	(Payout of Bonus Days not included on the previous manifest)
Fire Department Payroll Manifest	\$ 16,216.75	(March 2017 monthly payroll)
Accounts Payable Manifest	\$ 93,226.46	
TOTAL	\$172,479.25	Passed 5-0-0

ADMINISTRATIVE REPORT:

Notice of Intent to Excavate: Town Administrator Bolton received three (3) Intent to Excavate Forms from the three (3) current gravel operations (Townes Excavating, Brownies Sand & Gravel, and Mt. William, Inc.) that need signatures by the Board to be processed. The Board signed them.

Tax Map Maintenance Contract: Town Administrator Bolton received a tax map maintenance contract from Cartographic Associates Inc. (CAI) for the 2017 tax map maintenance to be performed. The amount of the contract is \$3,075 for the year. The Board signed the contract.

2017 Printouts: Town Administrator Bolton provided the Board a 2017 Budget printout for the first quarter ending March 31, 217. This printout includes the amounts for the police contract that passed, as well as the budget reduction of \$108,872. The money for the non-union raises is not included, as you will see it on page 14 listed as a warrant article. Town Administrator Bolton stated that at the end of the evening she would like to have a nonpublic session to go over the distribution of raises. Once the Board acts upon the distribution of raises, those funds will be put into the appropriate line items for each department. A printout for the Transfer Station activity; a summary of vehicle expenses for the DPW and Police Department were also handed out. All printouts are the activity through the end of the first quarter.

2017 Summer Schedule: Town Administrator Bolton provided the Board with a suggested summer schedule beginning May 29th and ending September 11th. The suggestion was to meet in May on the 1st, 8th, 15th & 22nd. May 29th is Memorial Day, so the offices are closed, therefore the Board will not be meeting. Then on June 5th the Board will meet that night and every other Monday night after that. Starting September 11th the Board will return to weekly meetings. The consensus of the Board was to meet for the following summer dates: June 5th and 19th; July 3rd, 17th and 31st; August 14th and 28th; September 11th – return to weekly.

Meeting Start Time: Town Administrator Bolton asked if the Board would be interested in starting Monday night's meetings at 6 PM versus 7 PM. The majority of the Board was fine with it, but the concern was any nonpublic sessions at the beginning of the meeting would start at 5:30 PM, which would not work for some members. The Board settled for 6:30 PM as a regular start time. While on the topic of the agenda, there was discussion regarding public comment. Should they continue with two public comments or one? If one, should it be at the beginning or the end? One Board member felt that public comment has become public debate. One Board member felt that the Town business of the meeting should be done first and have one public hearing at

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the end. At the conclusion of the discussion the consensus was to have one public comment at the end of the meeting.

Legislative Bulletin – Update on Rescheduled Town Meetings: Town Administrator Bolton shared with the Board a copy of the March 31, 2017 issue of the Legislative Bulletin, particularly the article entitled “Update on Rescheduled Town Meetings” regarding SB 248.

PUBLIC COMMENT

None

CORRESPONDENCE

None

OTHER BUSINESS

None

NONPUBLIC SESSION:

Chairman Clow moved, Vice Chairman Hippler seconded to enter into nonpublic session @ 8:18 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 8:35 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

The Board reviewed and approved the distribution of non-union raises effective April 1, 2017.

Being there was no further business to come before the Board, Chairman Clow moved, Vice Chairman Hippler seconded to adjourn at 8:40 PM. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton
Recording Secretary

Memorandum of Understanding

- 1) All recreational equipment and space located on Weare School property will be closed to the public when school is in session.
- 2) Equipment will be used only for intended purposes.
- 3) Recreational equipment is to be used by Weare residents only.
- 4) Recreational equipment is intended for the use of persons 15 years and under.
- 5) Equipment located on the playground will be maintained by the Weare School District.
- 6) Equipment located on the skate park will be maintained by the Town of Weare Parks and Recreation Commission.
- 7) Current needs, including but not limited to; fence repairs, updated signage and an additional gate, will be completed by the Town of Weare Parks and Recreation Commission. Any expenses incurred will be the responsibility of the Board of Selectmen.
- 8) Trash receptacles located on the school property will be emptied by the school's maintenance/janitorial staff during the week.
- 9) The Town of Weare Parks and Recreation Commission will be responsible for trash receptacles on days school is not in session.
- 10) The signage posted will include rules and expectations, set by the Weare School District, for appropriate use.
- 11) Signage will indicate the area is under video surveillance.
- 12) School administration will monitor the use of equipment during school hours.
- 13) Video surveillance of the recreational areas will continue and an additional camera will be considered for closer monitoring of recreational areas. If funds are available one additional camera will be purchased by the Weare School District for this purpose.
- 14) This Memorandum of Understanding will be reviewed a minimum of once every calendar year by a joint meeting of the Weare School Board and the Weare Board of Selectmen.
- 15) Within 5 years an alternate location for the skateboard park will be chosen to remove it from school property and allow for possible expansion/replacement of equipment.

Infractions of the rules may result in the following:

Individuals from the public requested to leave school property

Student loss of privileges including but not limited to: loss of use of equipment , equipment closure

In this MOU the terms *recreational areas* and *equipment* include, but are not limited to, the skateboard park and the playground located at 16 East Road Weare NH.