

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES**

August 5, 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: Stephen Najjar, Stephanie Bissonnette, Sherry Burdick, Heleen Kurk, Joanne Shields, Susan Belanger, John T. Edge, Evelyn Connor, Diane Lamb, Ruth Jones, Betty Straw, Robert Hatfield, John Reade, Jan Snyder, Tim Redmond, Sharon DeStefano, Douglas Alwine, Paul Doscher, Deb Doscher, Neal Kurk

Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 6:30 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, Vice Chairman Butt seconded to come out of non public session @ 7:04 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 the motion to seal and restrict the minutes of this non-public session.

Chairman Clow moved, Vice Chairman Butt seconded to enter into non-public session @ 7:05 PM pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary. Passed 4-0-0.

Chairman Clow moved, Selectman Leary seconded the motion to come out of non-public session @ 7:30 PM. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes. Passed 4-0-0.

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

7:35 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Sherry Burdick, Weare Historical Society President and life long resident, presented the specifications for the re-roofing of Clinton Grove Academy. Ms. Burdick explained to the Board that they are here to acquire the Board's support to apply for a Land Conservation and Heritage Investment Program grant (LCHIP) to help preserve, restore, and rehabilitate the Clinton Grove Academy. An assessment of the building was successfully completed through a grant received. A second grant has been awarded through the Moose Plate Grant to assist the town with a new roof for the Academy. The Town of Weare has a good chance of being awarded a LCHIP grant for the restoration of the Academy. Ms. Burdick and Mrs. Kurk explained that there is an extensive program and training to be able to qualify to apply for the grant. The LCHIP grant will include a continuous vapor barrier, insulation, electricity, scraping and painting, storm windows, repairs to the plaster, heating, and a well. Ms. Burdick said that several citizens left funding behind for Clinton Grove. The historic building is a benefit to the town and to the state.

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Mrs. Kurk presented an outline of what is needed to apply for the LCHIP Grant, which will pay up to 50% of all the work done on the building. Mrs. Kurk explained that it will take a lot of time to complete the application and the deadline is mid September. In order to proceed they need to have the Selectmen's approval.

Ms. Burdick said that the building is not usable and the state feels like it is a worthwhile cause to rehabilitate the building so that it can be used. The LCHIP grant will not pay for any addition to the building, just the main building. The bathroom facilities would go into an addition, but they would have to utilize portable toilets until they get that far.

Vice Chairman Butt said that he does not have a problem preserving the building, but feels that the Town Hall gets used more. He commented that they do not currently have enough money to replace the Town Hall doors and he would be reluctant to spend any money out of the Government Building and Maintenance Fund for Clinton Grove. Vice Chairman Butt thinks that because of its visibility and use the Town Hall is priority. The doors are rotted and embarrassing. Ms. Burdick noted that she brought the issue of the doors to the Board four years ago and was told that the Selectmen would work on it and they are still working on it four years later.

Vice Chairman Butt has concerns with the proposal and feels that they are trying to create something and not just preserve. He has concerns with the idea of weddings and parties at Clinton Grove and knows that neighbors have concerns that they did not want that to happen. Vice Chairman Butt would rather put money into the Town Hall and just preserve Clinton Grove. Mrs. Kurk noted that most of funds were personal endeavors and not town money.

Vice Chairman Butt said that they are applying for money through LCHIP for Clinton Grove and should be putting money into the Town Hall. Ms. Burdick said that there is a list of things that would need to be done at the Town Hall to be able to apply for LCHIP funding. Mrs. Kurk agrees that the Town Hall needs a lot of upkeep, but the discussion they need to have is regarding Clinton Grove. Chairman Clow noted that they could not possibly apply for this round of the LCHIP grant because of the work that needs to be done to the Town Hall, but they can apply for Clinton Grove because the assessment has already been done. Chairman Clow wants to see the doors done this year on the Town Hall. They are not excluded to apply for a grant for the Town Hall in future years. Chairman Clow agrees that there are a lot of issues related to the use of Clinton Grove, such as the traffic it generates and parking. He sees this proposal as preservation and a piece of the process. Chairman Clow thinks that they would have the opportunity in the future to discuss the expansion of Clinton Grove, but for now preserve it so it will be there for the future.

No quotes have been received, but the estimated cost of the restoration is \$300,000-\$400,000 and with the addition on the building would be \$500,000-\$600,000. Mrs. Kurk noted that it is a matching grant, people have donated money, and they do not intend to ask the town for money. They have not applied for a grant for the building before, but did for the roof and kept the Board informed of the process. Vice Chairman Butt said that it is a town building and the Board is responsible and would like to see the grant application before it is submitted. Mrs. Kurk explained that it will take a lot of time, resources, and research to move forward with the grant and they would like the Board's approval to proceed. The grant application is for \$150,000 and the matching amount of \$150,000 has not been raised yet. They have two years once they receive the grant to get the matching funds and have had people offer in-kind services.

Steve Najjar voiced that he is supportive of the effort and commented that buildings have been deferred and continue to deteriorate.

Chairman Clow noted that the Town Hall, Library, and Town Office Building all have new roofs and soon Clinton Grove Academy will as well.

Stephanie Bissonnette, Tiffany Hill, told the Board that she passes Clinton Grove on a regular basis and feels that the town is fortunate to have Ms. Burdick and Mrs. Kurk spending time and effort on preserving the building.

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Neal Kurk, Mt Dearborn Road, said that this is a restoration project and is independent of the expansion that may or may not occur in the future. There is no expense to the taxpayers. The Weare Historical Society has \$100,000 to devote to the project if they wish, plus lots of in-kind services. There is a commitment needed from the Selectmen that they will sign the grant application for LCHIP funding. He understands the reluctance from the Board before seeing the application and feels that it takes faith and trust on both sides. He feels that restoring a town building at no cost to the town taxpayers is a win and hopes the Selectmen will approve the application.

Paul Doscher voiced that he agrees with Mr. Kurk and supports the efforts.

Joanne Shields, member of the Weare Historical Society, supports the project and thinks it is important to preserve town buildings.

Evelyn Connor, Lawrence Road, asked the Board to support the town's volunteers. She said that there are very few people who they can depend on in this town and she wants the Board to support them. Ms. Connor noted that the things that are getting done in town are by volunteers and the time and effort put forth is immense. Ms. Connor told the Board that it is important for them to show their support of the town volunteers.

Vice Chairman Butt said that he is in support of the preservation of Clinton Grove and in supporting their effort, but if there is an addition on the grant application he will not support it. He would like to see something prior to the time that they need the Board's approval.

Chairman Clow said that if the grant application is within the parameters of what has been presented, he will support it. He would also like time to review the grant application before approving.

Selectman Leary is in favor of the preservation of Clinton Grove and would also like to read the grant application before approving it.

Selectman Lawton has no problem with what is being proposed.

The majority of the Board has stated that there should not be a problem with approving the grant application.

Steve Najjar, Conservation Commission and citizen, commented on the warrant article for the Shmid property. The warrant article was specific about the funding. The total project was \$600,000; with \$200,000 coming from taxation; \$130,000 from the Mildred Hall Fund; \$50,000 from the Conservation Commission, and the remainder to come from funding from the Russell Foundation through grants, etc. Mr. Najjar understands that the Russell Foundation did not get any additional funding and he is wondering if the Russell Foundation can come back and ask for additional funding. Chairman Clow said that they would have to get legal opinion, but his opinion is that CC could apply more money towards the project if they chose to do so. Mr. Najjar is concerned with the specific language in the warrant article.

Christine Tuck told the Board that she would like to be sworn into the Conservation Commission tonight. The Board has not seen her volunteer application and was not ready to act on her appointment.

Mr. Najjar told the Board that the remainder of the funding did not materialize and the Russell Foundation will be coming back to the Conservation Commission to ask for additional funding on August 14th. It was discussed that the Conservation Commission has the authority to spend, but the warrant article is specific regarding where the funding is coming from. The town already raised and appropriated \$200,000 and the Board needs to know in September if those funds are still needed or the \$200,000 goes back to the taxpayers. Chairman Clow said that they need guidance on the non-lapsing aspect of the funding and the appropriation of the warrant article. The project funding deadline is 2018. Vice Chairman Butt said that the Board was very specific to Ian McSweeney, Russell Foundation, that they needed to have an answer. The town will get legal opinion.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Conservation Commission Reappointment

Vice Chairman Butt moved, Selectman Lawton seconded to reappoint Steve Najjar to the Conservation Commission as a full member for a three year term. Passed 4-0-0

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DPW Request to purchase stainless steel body – Tim Redmond, Director of Public Works, is requesting that the Board allow him to purchase a stainless steel body for \$33,996. The equipment maintenance line is in good shape and after this purchase would have a remaining balance of \$10,000. Chairman Clow noted that this body can be used on a new chassis if there was a trade made. Mr. Redmond said that the stainless steel bodies outlast the trucks. He proposes to put this body onto one of their newer vehicles and they will move the bodies around from truck to truck. Mr. Redmond noted that the body purchase last year is being installed now. If the purchase of the stainless steel body is approved tonight, Mr. Redmond will order it and put it on the truck before the winter season. Chairman Clow said that the purchase would be made from a line in the budget and Board approval is not needed, but Mr. Redmond does need a purchase order. Mr. Redmond said that the stainless steel body is a universal body for their fleet. They have been sandblasting some truck bodies on a rotating basis to make them last a little longer. Mr. Redmond told the Board that this purchase will leave \$10,000 in his equipment line and should the line need to be over expended, he would take from the sand and salt line. There is \$78,000 in the sand and salt line and the salt shed is currently full.

Mr. Redmond informed the Board that he has received notification that Reggie Philbrick will be retiring on October 31, 2013.

Mr. Redmond said that if the Board should decide about the disposition of the FEMA funds, he would like to purchase a used backhoe. The town's current backhoe can only be used around the Transfer Station because of its condition. Mr. Redmond would like to see that backhoe designated to be at the Transfer Station and purchase a used backhoe with the \$47,000 given back to the town by FEMA. He feels that with this amount he could purchase a used 2005-2006 rubber tired backhoe with low hours.

Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 8:34 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 @ 9:22 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

The purpose of the non public session was for the Board to discuss tax deeding with the Tax Collector.

MANIFESTS

Checks dated: July 25, 2013

Weekly Payroll \$46,251.22

Checks dated: August 1, 2013

Weekly Payroll \$42,295.78

Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated August 8, 2013. Passed 4-0-0

Accounts Payable \$564,013.34 (John Stark \$450,000)
\$15,153.72

Gross Payrolls \$41,035.93 (Includes taxes, credit union, police detail)
\$4,286.30 (Fire Monthly)
\$7,768.57 (EMT/Fire)

TOTAL \$632,257.86

Also, to order the Treasurer to sign payroll checks dated August 15, 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.

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MEETING MINUTES

Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of July 15, 2013 as amended. Passed 4-0-0

Vice Chairman Butt added the following sentence to the discussion with the Director of Public Works: Mr. Redmond was directed to use the purchase order system and the Town Administrator will arrange the training.

Town Administrator Bolton told the Board that the training has been arranged and Tina Connor will be training three employees at once.

2013 SECOND QUARTER BUDGET REPORT DISCUSSION – Selectman Lawton is concerned with there only being 15% remaining in the overtime line for the police department with five months remaining in the year. Chairman Clow hopes that there is a lot remaining in the regular wage line as well as the Police Chief line. Paying MRI for their service will be tracked in a separate line. The Sergeants position has been open for quite a while and there are other lines where overtime could be expended from. The Prosecutor will be put on the Selectmen's agenda for August 19th.

ADMINISTRATIVE REPORT – There are four applicants for the Emergency Management Director position. Two of the applicants are from out of state, one is from Rochester, and there is one applicant from Weare who has incident command training. The ad will continue to run on the LGC website through August 16th.

Police Policies and Procedures – Chairman Clow drafted a letter to Officer Kim McSweeney, Union Steward. The committee met once and was given copies of the MRI report to review. They discussed the committee's charge of coming up with three different options for shift possibilities and coming forth with a proposal. The committee is charged to look at the positives and negatives of different shift schedules and come forth with different options. Their true purpose is to see if there is a possibility of a cost savings in overtime with different shift schedules. The committee is comfortable with their charge and is ready to move forward. Vice Chairman Butt noted that the Police Policies and Procedures involve other things such as the overtime, sicktime, flextime, and vacation time policy. Vice Chairman Butt noted that Art Walker said he knows that the policies were there, but they were not being implemented.

Website – The signed contract has been received and the next step is a telephone meeting to discuss the elements that will be seen on the website. The Board discussed that any subsidiary that has a link through the town's website will need to keep their websites updated. Town Administrator Bolton will have a phone discussion with the representative to discuss the content and see how difficult it is to change the backgrounds if necessary. The Board members will review the town websites provided as samples and submit their top three choices at the next meeting.

Town Hall Doors – Once Ms. Burdick submits the specifications Town Administrator Bolton will put the doors out to bid. Vice Chairman Butt is concerned with when they will know the total cost of the project and expending from the Government Building and Maintenance Fund. He would also like to maintain a balance in the fund for contingency purposes.

Chairman Clow moved, Vice Chairman Butt seconded to appoint Lee Marcroft as an alternate Library Trustee. Passed 4-0-0

The Board will meet on Monday, September 9th and Monday, September 23rd.

The Board will make a nomination for Hometown Hero by August 19th.

CORRESPONDENCE

The Board discussed a complaint from a citizen regarding early morning truck traffic. It was discussed that a public hearing would be necessary to initiate any restrictions. The Board discussed the citizens complaint and determined that there is nothing that can be done. Town Administrator Bolton will reply back to the citizen.

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Chairman Clow moved, Selectman Leary seconded to enter into non public session @ 10:44 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 Leary seconded to come out of non public session @ 11:20 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 this non-public session. Passed 4-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary