



FINAL

WEARE BOARD OF SELECTMEN MEETING MINUTES July 09, 2012

PRESENT: Thomas Clow, Chairman; Richard Butt, Vice Chairman; John Lawton, Selectman; James Leary, Selectman; Keith Lacasse, Selectman

RECORDING SECRETARY: Naomi Bolton, Town Administrator

GUESTS: George Malette; John Macausland; Neal Kurk; Donna Osborne; Jon Osborne; Tim Redmond; Chief Bob Vezina; Steve Flanders; Heleen Kurk; Sherry Burdick; Paul Morin; Betty Straw; Deb Brown; Sharon DeStefano; Angela Bell; Tina Connor

I. CALL TO ORDER:

The meeting was called to order by Chairman Clow at 7:16 PM. Chairman Clow apologized to those present for the delay in starting the meeting. The delay was due to a prior meeting of the Board with Town Counsel.

II. PUBLIC COMMENT:

Chairman Clow explained that there are a couple of items on tonight's agenda, Volunteer Policy and Clinton Grove Academy that are Board discussion items. There would be no public input allowed unless you have new information for the Board. Any comments for those or any other items should be done at this time.

George Malette stated that he would like permission to speak during the Volunteer Policy discussion as he is a stakeholder and he has two new pieces of information. The first is that there is case law that would provide information that limiting the number three is arbitrary and illegal unless supported by real data. He advised the Board to check with Town Counsel on it. The second part had to do with the section pertaining to missing three meetings in six months. He felt the Board should consider the meeting that are attended and not considered the missed meetings. He stated that we have a hard enough time finding more volunteers. This policy does nothing to retain members. Chairman Clow asked for a specific example of case law Mr. Malette was referring to. Mr. Malette responded that there are several but one that comes to mind had to do with a growth management ordinance and the percentage that was attempted to being used did not have any hard data to support it.

Paul Morin stated that he is here for the Clinton Grove Academy discussion and he has a significant change from the original presentation and he asked if the Board would like him to speak now or at the discussion point. Chairman Clow responded that he would be allowed to speak at the discussion point.

III. DEPARTMENT HEAD AND COMMITTEE ITEMS:

Update on Assistance to Fire Fighter Grant Program: Chief Bob Vezina was present. Chief Vezina explained to the Board that he did file for the grant on Friday. The approximate match that would be required if the grant was approved is \$2,700, which would come out of his Protective Equipment line. The \$2,700 represents approximately half of this line amount. He has some protective equipment that is

functionally obsolete and this grant if approved would allow for 23 sets of turn out gear; 27 helmets and 27 pairs of boots. There are currently approximately 45 fire fighters that he has to provide equipment to, so this grant would cover 50% of his department. Everyone else is in gear that is approved and passed. Selectman Lacasse asked Chief Vezina if he knew at budget season the gear was marginal or is it just because the grant is available. Chief Vezina responded, both. This grant comes out every year. He felt that this grant would be very beneficial to the Town.

Award Server Bid for Police Department: Town Administrator Naomi Bolton stated that this item will be placed on the agenda next week.

Discuss Camera and Computer Purchase for Cable: Mark Bluteau, Vice Chairman for the Cable Committee was present. Mr. Bluteau stated that the cable committee is working on bolstering TV over the past year. The first item they are asking for is a new computer to replace the one that runs the bulletin board. The software that runs the bulletin board is from 1999 and is obsolete. The computer is tired and after you input the new announcements it freezes during the update phase and it takes up to half an hour to unfreeze, sometimes longer. The second item they are looking for is a camera that they can take into the field to record shows, events, etc. Mr. Bluteau stated that right now they have nothing to record remote programs that is even compatible. Due to circumstances he has not been able to get here, but it would have been nice to have it available to tape the Patriotic Celebration this past weekend and then rebroadcast it. They have a new member to the committee that does studio type work and programming that is willing to do this type of work. They are trying to get other shows out to the public. The third item he would like is an APC USP backup power system. The one they have now doesn't allow a long enough memory and it is not self booting. Vice Chairman Butt stated that he would like to see an equipment inventory be done in the studio, as there has been items and equipment purchased. The inventory could be done by looking back through purchase orders done in the last 6 ½ years. After the inventory is created then they could check the items out and see what is obsolete. Mr. Bluteau wanted to clarify that the studio cameras are still functional, but the hand held one they have is obsolete. Mr. Bluteau stated that he would like to include the updated bulletin board software if possible so that he doesn't have to come back, but he has not gotten a price back tonight. He felt it would not be more than a couple of hundred dollars. Vice Chairman Butt moved to authorize the cable committee to purchase a computer with graphics card, surge arrest power strip, installation and set up; a Canon XA10 Camera Package; and a APC USP backup power system, and software for the bulleting board, for a cost not to exceed \$3,800 and the funds to come out of the capital reserve fund called Community Access TV; Selectman Lacasse seconded the motion. Passed: 5-0.

Award Baler Bid and DPW Update: Public Works Director Tim Redmond was present.

1. POLICY CHANGE: MATTRESSES, BOX SPRINGS, STUFFED FURNITURE:

After recent discussions with NRRA and Wheelabrator, the Town of Weare Transfer Station will no longer charge a fee for the disposal of these items. Mr. Redmond stated that when he began this job last year, he was informed that the Co-op did not want these items sent to the incinerator because of the metal in these items and because the door to the incinerator can get clogged or blocked when they are fed into the burner. Metals in the ash needed to be separated before sending the ash to the landfill. Now with the price of scrap metal, Wheelabrator is investigating the cost and installation of a system to remove metal from the ash. The number of these bulky items is limited to 6-10 per full load of trash by the Co-op. He stated that he regrets any inconvenience or financial hardship that was placed upon the residents who were required to pay to dispose of these items due to my recommendation to the BOS to begin charging for these items and then pay to dispose of them through NRRA.

However, Mr. Redmond still believes that these items are not household trash anymore than televisions, demolition and many other items that residents need to dispose of during the budget year and, therefore, charging to dispose of them and paying NRRA is not an unreasonable request. The less we send into the solid waste stream, the less we pay the Co-op for MSW disposal at Wheelabrator's facility.

2. RECYCLING BALER:

The sealed bids for our new baler for the Transfer Station were opened June 29, 2012 at 10:00am at the Town Office. The results of the bidding are as follows:

Lake Fabrication & Hydraulic

Regular Version	\$ 11,119.00
Heavy Duty Version	\$ 12,040.00

Recycling Equipment	\$ 9,850.00 – baler
PTR3400 HD	<u>\$ 1,900.00</u> – deliver and installation
	\$ 11,750.00

Atlantic Recycling

3400 HD	\$ 11,728.00
6030 HD	\$ 11,592.00

Mr. Redmond recommends Atlantic Recycling be awarded the contract to furnish and install the new baler, a PTR 3400HD unit for \$11,728.00. We have a track record with this company as they currently service and repair the existing equipment. This amount does not exceed the amount approved by the voters. Selectman Lacasse made a motion to purchase a PTR 3400HD baler from Atlantic Recycling for a price of \$11,728 and the funds to come from the capital reserve fund called the Transfer Station Equipment Fund; Selectman Leary seconded the motion. Passed: 5-0.

Mr. Redmond stated now that both the used paper trailer and baler have been purchased, he is going to apply for a NRRA grant through their grant program. They may refund up to 25% of the total amount of both purchases combined. The Warrant amount was \$42,000.00. The used trailer cost \$28,000.00 and the new baler cost \$11,728.00. Total for both is \$39,728.00 leaving \$2,272.00 in the T/S CRF. Our possible grant refund could be as high as \$9,932.00 and he would like to see this money go back to the capital reserve fund for the transfer station equipment. The Board stated that it would have to go into the general fund as unanticipated revenue.

3. T-2 ACCIDENT:

Mr. Redmond stated that on Tuesday, June 19, 2012, at 8:09am the Highway Crew set out to spread dust control products on the gravel roads. T-2 was loaded with calcium chloride and travelling on Concord Stage Road and began turning onto Center Road when the rear axle assembly came out from under the truck. This is due to excessive rusting in and around the rear suspension of this truck. He considers the Town of Weare to be very fortunate because, other than the damage to the vehicle, there was no personal injury to the driver or any pedestrians, and no other vehicles or private property damage occurred as a result of this accident. The Weare Police Department investigated the accident and Primex sent an Adjuster to view the damaged vehicle. T-2 is a 1994 Ford L-8000 Plow Truck. It was due to be replaced in 2006 in the CIP Matrix but due to lack of voter support, it was not and has not been replaced in any requests since then.

Primex gave us a report which indicated the following:

Repair Estimate:	\$ 10,398.80
Base Value:	\$ 12,500.00
Less Rust conditions	- \$1,000.00
Less deductible	- \$1,000.00
Settlement Value	\$ 10,500.00
Less Salvage Value	<u>- 1,200.00</u>
Proposed Settlement:	\$ 9,300.00

Mr. Redmond is recommending that we accept their proposed settlement offer, deducting the salvage value from their estimate. He is also requesting that this Board authorize him to try to purchase a used vehicle with the funds to replace T-2 in the short term. We can repair the sander for use in another vehicle. Then the replacement vehicle can be traded towards a new vehicle in the future. We will need a replacement truck for this winter.

The Board would like Naomi to check with LGC to see what we have for options in a situation like this.

4. EAST WEARE ROAD:

Recently the Public Works Department re-graded and repaired a section of East Weare Road leading down into the Flood Control Area. Mr. Redmond stated that he authorized the repairs because that section of East Weare Road is not maintained by the Flood Control Authority and is classified as a Class VI Highway Emergency Lane. Fire and Police routinely use East Weare Road to access the Flood Control Area to respond to emergencies.

East Weare Road was virtually impassible prior to the repairs. This would have resulted in extensive damage to Town vehicles should they need to use East Weare Road. This is no longer the case due to the recent repairs.

5. EXISTING RECYCLING REVENUE LINE/FUND:

Currently the Fire and Police Departments have funds for replacement vehicles that are supplied by fees collected for use of Fire Vehicles and Police Cruisers. Mr. Redmond is requesting that the BOS consider a Warrant Article to change where the receipts from recycling efforts go. Currently it goes back to the General Fund. Mr. Redmond is proposing that all recycling revenues be placed into a CRF to help offset the costs to replace vehicles and equipment in the Public Works Department. This would be a big step towards our CIP requests or for emergency needs if they should emerge. The Board stated that it could not be used for Public Works Equipment only for transfer station equipment. This would have to be done at Town meeting.

6. NEW ADDITION TO DPW SHOP:

Mr. Redmond stated that his is currently working towards a preliminary estimate to add onto the DPW Shop for this Board to consider. He would request that a replacement bond for an addition to the DPW Shop be set forth as a Warrant Article this year. It will replace the bond that is being retired for the Public Safety Complex. He will have more information at a future meeting.

7. GENERAL UPDATE FOR DPW:

The Public Works Department has been hosting training classes at the Safety Complex this year. So far, Blood Borne Pathogens and Back Care Safety Classes have been conducted by LGC. Both classes were made available to all Town Departments.

Also the Public Works UNH T-2 Training Class Program has been conducting classes here in Town. Whenever we host a class, at no cost to the taxpayer, our crew members can attend free. Usually classes run from \$60 - \$75 per person per class. This is helping us stretch our training budget. We have had six employees attend classes this season so far.

IV. CLINTON GROVE ACADEMY DISCUSSION:

Paul Morin was present with Sherry Burdick, Heleen Kurk and Betty Straw. Mr. Morin stated that shortly after the last Selectmen's meeting they had a meeting with Dr. James Garvin, from NH Preservation, Mike Bruss from Bruss Construction and Justice David Souter. There is still high interest in the project but at this time don't want to jeopardize the project. They would like to withdraw the proposal of the addition at this time without prejudice. They would like to just proceed with the roof repair project. They are continuing with the Moose Plate Grant for the roof with an estimated cost of between \$12,000 and \$20,000. The grant has been applied for, but the rest of the project they would like to put on the back burner for now and come back at a future time. They should have a decision from the Moose Plate application as early as mid July but could be late September. Vice Chairman Butt asked what the balance was from the Mildred Hall Bequest. Sherry Burdick responded about \$58,000. She explained that they have earned about \$8,000 in interest since it was bequest. The bell tower repairs were taken from those funds, which were around \$7,000, so the remaining balance appears to be in the \$50,000 area. If the grant does not pass then they would return to the Board for permission to expend the money for the whole cost of the roof repairs. The Board indicated that this project will need to be put out to a competitive bid process.

V. DISCUSS EAGLE SCOUT PROJECT PROPOSAL:

Naomi informed the Board that she received notification today that Tyler DeStefano is not quite ready for tonight and that he has asked to be put on for next Monday. Vice Chairman Butt asked that Mr. DeStefano be given a copy of the newly adopted Flag Pole guidelines.

VI. NON-PUBLIC SESSION:

Chairman Clow moved to go into non-public session under RSA 91-A: 3 II (d) at 8:40 PM; Vice Chairman Butt seconded the motion. A roll call vote was taken: Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse - yes.

The Board discussed tax deeding with the Tax Collector and Deputy Tax Collector.

Chairman Clow moved to come out of non-public session at 9:35 PM. Selectman Lacasse seconded the motion. A roll call vote was taken: Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse – yes.

VII. APPROVAL OF MINUTES:

June 18, 2012 Minutes: Chairman Clow moved to approve the June 18, 2012 minutes as amended, Selectman Lacasse seconded the motion. Motion Passed 5-0.

June 29, 2012 Minutes: Chairman Clow moved to approve the June 29, 2012 minutes as amended, Vice Chairman Butt seconded the motion. Motion passed 5-0.

VII. CONTINUE DISCUSSION OF VOLUNTEER POLICY:

Town Administrator Naomi Bolton created a list of the suggested changes from the June 18, 2012 minutes when the public hearing was held. The Board went down through the list, looked at the suggestion and made a majority decision as to whether it needs to be added or not. The following amendments were agreed upon.

Section C.4: insert "and code of ethics form" after the words Volunteer/Appointment form and before the words to Office of Selectmen.

Section C.6: remove the words "of being appointed" after the words five (5) days.

Section D.2: Add the following sentence to the end of the paragraph. "However, anyone serving on more than three committees upon the date of adoption of this policy shall be allowed to complete his/her terms on those committees."

Section F: Remove the words "who have served a minimum of six (6) month" and replace it with "in good standing".

Section IV. A: Replace the word "are" with "may be" in the last portion of the sentence.

Date of Adoption: change the date from June 18, 2012 to July 9, 2012.

Selectman Lacasse moved to adopt the Volunteer Policy as amended, Vice Chairman Butt seconded the motion. Motion passed, 5-0.

VIII. ADMINISTRATORS REPORT:

Volunteer to Serve Applications: Town Administrator Naomi Bolton informed the Board that we currently have nine (9) applications for appointments, mostly reappointments, waiting to be scheduled. She asked if the Board would like to schedule them all at once next week or split them up between next week and August 6th. The Board stated that they would like to split them up.

Flowers at the Stone Building: Town Administrator Naomi Bolton informed the Board that the Historical Society purchased the flowers and have established a watering schedule amongst the members. Therefore, Moody Pond Marketplace will not be providing any more flowers and will not be doing any maintenance of the flowers at the Stone Building.

Advertisements to be included with the Motor Vehicle Renewal notices: Town Administrator Naomi Bolton informed the board that she called 5 area businesses to see what the interest was in possibly advertising in the monthly renewal notices and to see what they might be willing to pay for that monthly advertising. Out of the 5 businesses, there was one that was not interested in it at all, he didn't like the idea. The other 4 were interested and the cost they would be willing to pay ranged from \$50 to \$100. All 4 stated that they would interested in trying it once and if it was not successful they would not be interested in taking another month. Naomi stated that each month a maximum of 3 businesses could be included, as to not put the postage to the next level. The Board indicated that we could try it and if we could cover the cost of the postage for that month it would be a help. Selectman Lacasse moved to allow advertisements to be added to the monthly motor vehicle renewal notices at a cost of \$100 each business with a maximum of 3 each month, Selectman Leary seconded the motion. Motion passed, 4-1 Chairman Clow was opposed. The Board suggested that we put an ad in the Goffstown News as well as putting something on cable TV, the website, the post office and contacting the Chamber of Commerce to see if they would like to help.

Chase Park Drilled Well: Town Administrator Naomi Bolton informed the Board that the Parks and Recreation commission is having issues with the well at Chase Park. Selectman Leary stated that it appears that it has a lot to do with vandalism, but they are not sure. They have put out a request for proposals (RFP) and are looking to have bids back so that they can come to the Board next Monday evening to be awarded. The money would be coming from the Capital Reserve Fund for Chase Park and currently around \$22,000 in the fund.

Assessing Contract Proposals: Town Administrator Naomi Bolton informed the Board that she has put together an RFP for the Assessing Contract. She has asked Wendy Rice who deals with the Assessing and Avitar to review it and see if there need to be changes. The RFP will be asking for a 1 year price as well as a 5 year price. The proposals are planning on being sent out in August to be returned in September, just before budget season. Vice Chairman Butt stated that we need to include the tax kiosk in the RFP.

Town Hall Doors: Town Administrator Naomi Bolton informed the Board that she has resent the quote for the doors back to the gentleman who originally gave us a price to see if things were the same or if the prices had changed. The Board has been talking about this for a while. The doors will still be 6-8 weeks out and if we act next week when the prices are here, we would still be able to get them done before the heating season is upon us again. This will be brought back up next week.

Hopkinton Everett Dam Project: The US Army Corp of Engineers is hosting a 50th Anniversary Celebration of the completed construction of the Hopkinton and Everett Dams. There will be a formal ceremony beginning at 10 AM on Saturday, July 28th. As part of the ceremony, they are asking the Board of Selectmen to sign a proclamation declaring July 28, 2012 as "Hopkinton Everett Lakes 50th Anniversary Day" for the Town of Weare. They are looking for a designee to present this proclamation at the formal ceremony.

IX. PUBLIC COMMENT:

George Malette stated that if the Town is going to fix the Town Hall doors that we will need to check with the Heritage Commission and the Historical Resource Committee at the State level to make sure that by changing the doors is not going to jeopardize anything because that building is on the State Historical Register. Naomi will check into it.

Mr. Malette asked the board to pull out the volunteer policy again as he still has the following concerns:

Section A: with regard to alternate members

Section B: it is very vague terms

Section C.2: besides adding the words "and code of ethics forms" the Board should add that they should read the policy on boards and commissions and oaths of office, if done everyone is covered.

Section C.5: with regards to first time appointments and the last sentence concerning an alternate seeking reappointment

Section C.6: the Chair or Acting Chair or Town Clerk can administer the oath of office.

Section IIIC: the bylaws of the committees state 30 days after Town Meeting and if it was added it would keep everything consistent.

Section IVA: the number of meetings is arbitrary not legally binding if no study has been done.

X. NON-PUBLIC SESSION:

Chairman Clow moved to go into non-public session under RSA 91-A: 3 II (c) at 11:08 PM; Selectman Lacasse seconded the motion. A roll call vote was taken: Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse – yes.

Chairman Clow moved to come out of non-public session at 11:25 PM. Selectman Lacasse seconded the motion. A roll call vote was taken: Vice Chairman Butt – yes; Selectman Lawton – yes; Chairman Clow – yes; Selectman Leary – yes; Selectman Lacasse – yes.

Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non public session. Passed 5-0-0

V. ADJOURNMENT:

As there was no further business to come before the board the board, Selectman Lacasse moved to adjourn at 11:30 PM; Selectman Leary seconded the motion, all in favor.

Respectfully submitted,

Naomi L. Bolton
Town Administrator