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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
June 18, 2012**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Carl Knapp, Paul King, Gene Propper, George Malette, Jan Snyder, Janet Brown, Sherry Burdick, Greg Begin, Deb Brown, Wendy Clark, Justin DaCosta, Diane DaCosta, Jerry Little

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

PUBLIC COMMENT – Janet Brown said that at the last meeting of the Selectmen Heleen Kurk and Sherry Burdick proposed putting \$500,000 into Clinton Grove. Mrs. Brown said that the town cannot afford to save Clinton Grove and the Town Hall. There was an assessment done 10-15 years ago on the Town Hall by a qualified professional, which stated that the Town Hall is rotting to the ground. Mildred Hall left \$50,000 in the trust funds for the Town Hall. Mrs. Brown said that many generations graduated from 8th grade from the Town Hall and dances, winter carnival balls, Fire Department annual dances, wedding receptions, and anniversary parties were held there. She feels that they should move forward and get the historic building done right. Chairman Clow said the Board is not taken any action right away on Clinton Grove. Mrs. Brown said that for the last 30 years they have been patching up the Town Hall, but structurally it needs major work. She is not against the renovation of the Academy, but would like to see it stay in its original state.

George Malette asked if the meeting is being recorded. The Board responded that it is not, but they are willing to try. Chairman Clow explained that the reason they use to record the meetings was to be able replay the meetings, but they were not being replayed. Mr. Malette asked the Board to look carefully at RSA 91A, which states that they are required to store any recorded data the same way as any other document. Chairman Clow said it could be that there is a change in the RSA. Mr. Malette presented a Right to Know requesting a recording of tonight's meeting.

Carl Knapp explained to the Board that he has information in regards to fee based items in Transfer Stations in general. There is now a \$10 fee to dispose of furniture regardless of weight. Mr. Knapp said that back when fee based items were set up at the Transfer Station there were items that could not go in the household waste stream and could not be incinerated; furniture can go in the trash. It was discussed that the fee is not a revenue source. Mr. Knapp said that Weare belongs to the Co-op as does Henniker, but Goffstown and New Boston do not. It costs \$66.80 per ton to dispose of household waste and \$90.00 per ton for clean demo. He is concerned that if they are charging a fee it is because they don't want it in the trash. The town was a 75 yard trash trailer that goes to the incinerator in Pennacook and the trailer that hauls the furniture to Epping costs a great deal more. Mr. Knapp said that furniture could go to Pennacook and be incinerated for less money instead of going to a landfill in Rochester. The only furniture item that can't go to the incinerator is a sleep sofa and the metal from the sleep sofa is a revenue source. He does not think the town is using the best method for the people of Weare. They are still pulling two trailers to Pennacook every week. Mr. Knapp said that if the furniture is outside in an

FINAL

open top trailer the rain will soak it and they pay by the ton to dispose of. Mr. Knapp feels that furniture should be in the trash trailer.

ADOPT WEARE HAZARD MITIGATION PLAN – Paul King, Emergency Management Director, asked the Board to adopt the revised Hazard Mitigation Plan. The Town Administrator has reviewed the plan. There are recommendations for the town throughout the plan. The last update was done in 2006 and the town is required to update the plan every five years. Mr. King told the Board that there was good participation within the town and all departments participated in the update. There is a matching grant from the Southern NH Planning Commission. The town is not bound to the plan, it is not mandatory to institute all that is in the Hazard Mitigation Plan. In order to apply for any federal grants the town is required to have an updated Hazard Mitigation Plan. Mr. King said there are a lot of things that continue throughout the year such as they drill that was held on May 19th at WMS to make sure they have the ability to provide emergencies services. They have been merging all school emergency plans as well to make sure they mesh with town and emergency services. Mr. King mentioned that one thing in the plan is to provide an emergency access. Mr. King said that the plan includes updating that access because it may be necessary to utilize due to road flooding or an emergency. It was discussed that there are recommendations from the committee in the plan, but they are not binding if the Board approves the plan. Chairman Clow said that the Board needs time to read through the updated plan before approving. Mr. King will let Jillian Harris from SNHPC that it will be some time before the Board signs the plan.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Award computer bids for server and software – Naomi Bolton, Town Administrator, said that an IMC server, six workstations, and 25 Microsoft Office licenses were approved on the warrant and put out to bid. Five applicants were interested in bidding and received specifications.

The following proposals were received for the IMC server and six workstations at the PD:

Spaulding Hill Network	\$15,612.00
Summit Computer Services	\$16,540.05
Sequoia Technologies Group	\$3,800.00 one time set up fee
	\$1,700 monthly fee for 48 months

ILJ Technology – reached out, but ran out of time to bid

Certified Computer Solutions – never responded back to the town

Naomi Bolton, Town Administrator, and Chief Begin reviewed the bids last Thursday. They recommend the Board award the bid to Summit Computer Services for a difference of \$928.05. Summit is very familiar with the PD computer issues and Spaulding Hill did not come out to look at existing set-up prior to bidding.

The following proposals were received for the 25 Microsoft Office 2010 licenses:

Summit Computer Services	\$4,998.75 (\$199.95 each)
Sequoia Technologies Group, LLC	\$4,115.00 (\$164.60 each)
GovConnection	\$6,762.75 (\$270.51 each)

Summit Computer added a line of \$850 for labor to install and configure the computers.

Sequoia was not asked if there was an additional charge for installation. Selectman Lacasse is concerned with the bids not being comparable. Summit offered the charge for labor, but the others did not. It was discussed that the Chief's priority are the computers, the licenses can wait until they can get an answer from Sequoia Technologies for the installation of the licenses.

The bid from Spaulding also includes some warranty for one year after installation. Summit Computer also includes some warranty for a period of one year. Spaulding will provide remote service. Summit includes three years of onsite service, maintenance, parts and labor for three years on the server included in their price.

FINAL

The grand total of Summit's bid is \$22,388, which also includes 25 Microsoft licenses to be used town wide, with a recurring charge of \$344.55 per month, which must be maintenance costs for the new server. Chairman Clow said that the costs need to be clarified before making a decision. The decision was tabled.

Chairman Clow said that they are not asking Summit to revise their bid, but to clarify their bid to specify where the monthly service fee applies. The Board is in favor of tabling the decision for two weeks.

Chairman Clow moved, Selectman Lawton seconded to enter into non public session @ 7:52 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Vice Chairman Butt moved, Selectman Lacasse seconded to come out of non public session @ 8:08 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

The Board discussed 2012 season help for Chase Park.

EAGLE SCOUT PROJECT AT STONE MEMORIAL BUILDING – Justin DaCosta, Life Scout from Troop 24, is seeking Board approval for his Eagle Scout Project. He would like to erect a Veterans Memorial, which will include three granite posts with wire between them on which will hang dog tags with names of soldiers that died in action. Mr. DaCosta presented a 3D rendering to the Board. He is proposing a site near the Stone Memorial Building between the Liberty Elm tree and the Library. The overall project will be 6 ft wide and 3 ft deep. He has received all the proper permissions from his troop and needs the permission of the town so that he can begin fundraising. The estimated cost of the memorial is \$1,760. Any excess funds Mr. DaCosta raises will go to the Weare Historical Society to print future dog tags. Mr. DaCosta told the Board he researched in old Weare books and has all the names of soldiers from Weare, NH that died in the Revolutionary and Civil Wars. He will continue to research names of all soldiers that were born in Weare that died in action. Mr. DaCosta is estimating approximately 150 names. The memorial will be constructed in such a way that if a name was left out he would be able to add it in the future.

Sherry Burdick, President of the Weare Historical Society, said that the Historical Society has had some discussion, but not as a whole board. They are concerned with clutter, if the memorial is not a viable option they could put a gold star next to each name in the Stone Memorial Building rotunda. The determining factor is if the Board will allow this memorial on town land. Selectman Lacasse asked if they could give approval to the project and then review the location of the memorial. Mr. DaCosta told the Board that the location is negotiable. Vice Chairman Butt would like to review the location, and named the area around the cannon as an appropriate location. Chairman Clow asked Mr. DaCosta to start by putting stakes at location site for the Board to review.

Selectman Lawton moved, Selectman Lacasse seconded to accept Justin Dacosta's proposal before them tonight. Passed 5-0-0

Chairman Clow opened the public hearing at 8:24 p.m.

PUBLIC HEARING – To hear testimony and comment regarding the Town adopting the proposed Volunteer Policy – Mr. Malette told the Board that before they start on the policy he wants to share some ideas about the volunteer policy form. They currently have two volunteer forms in the Town Clerk's office. He feels that all the committees need to be listed on the form. Ethics Committee volunteers need to come forward and go on the ballot. Mr. Malette said that there is language that states the governing body shall take into consideration understand, educate, appreciate, and promote the purpose of the committee. This language is from the statutes. Mr. Malette would like the form to now list the committee and state the purpose of the committee. He feels that it is important for the volunteer to have the language available to them when applying to become a volunteer on a certain committee. He recommends that the Board list the committees and as they list each committee literally state the official purpose of that committee so that the volunteer will know what they should be promoting for

FINAL

that committee. The first time someone comes to volunteer for a committee they fill out the form. Mr. Malette suggested that when the Board sends an invitation to the volunteer to come before the Board they also send a copy of the Ethics Rules and Regulations and a copy of the Oath of Office so they can be signed and kept on file. Mr. Malette said that they also need something that shows privacy and personal protection rights, because there is nothing in writing

Selectman Lacasse asked about the privacy rights and where this comes from. Mr. Malette said that anyone serving as a volunteer does not know their rights of privacy and personal protection. He does not know if there is anything that exists currently or if other towns have something, but would like it be made available to the volunteers of the town. Selectman Lacasse said that this is a broad request and asked Mr. Malette if there is any specific concern he is trying to address or an example of a problem he is trying to fix. Mr. Malette said that he is asking if other towns have such an item. Chairman Clow said that the State RSAs spell out protection of public officials and it is not the town's responsibility to create anything like that.

Chairman Clow noted that during a public hearing the Board absorbs the public comments and then it is the Board's responsibility to discuss those recommendations amongst themselves. The Board may go ahead and adopt the policy and may or may not change the volunteer form.

Mr. Malette suggested that the following changes be made to the Volunteer Policy:

Section 2A Public Notice of Openings – make clear that alternate positions would also be included in the list, where any vacancies exist it will also include alternate positions.

Section 2B – A Land Use Committee shall take into consideration the appointee's ability to understand, demonstrate, and promote the purpose of the said committee.

Section C – insert the Ethics Rules and signature form, ensure that the rules are read and upheld and a signed form is given to the Board.

Section C #5 – insert the original first year the volunteer was appointed as well as their next appointment date. Recommends that it state, regular or alternate members seeking reappointment.

Section F Alternates – suggests that the last sentence state, alternate members who have attended the greatest number of meetings and fulfilled all the duties encumbered on them.

Section G – recommends that the second sentence state, all newly formed committee regular members shall be appointed for staggered three year terms so that less than the majority of the regular members are reappointed in a single year.

Part III, Section B – the standard is for existing committees at the first meeting or within 30 days of the close of Town Meeting

Wendy Clark is concerned that if they add everything to the form that Mr. Malette is suggesting it will become a cumbersome application. She said that possibly a handout should be readily available upon request, but not on the application. Ms. Clark asked if the ethics form should go through the Ethics Committee. Chairman Clow said that it is simply a matter of the form being signed indicating that the volunteer read and understands the Code of Ethics and it should be on file. Ms. Clark feels that the oath is the responsibility of the volunteer and should be readily available to the volunteer not have a packet mailed to the volunteer. She commented that the privacy and protection rights should be based on consumer rights of privacy, but thinks it might be an Ethics Committee discussion. Ms. Clark disagrees with Mr. Malette's suggestion on alternates attending the most meetings because she does not want to limit with someone attending one meeting.

Deb Brown said that she is all for the signing the Ethics Committee form every time someone is appointed to a committee to be reminded of the Code of Ethics and not using a public position for personal gain. She would also like it if all volunteers could be reminded that if there is any cause for conflict of interest that they should recuse themselves.

FINAL

Janet Brown thinks this is getting out of hand and commented that for years volunteers have served in good faith. She thinks this is invading her rights and does not think she should have to state her purpose. She does not think they should have to ask a volunteer what their purpose is on a committee. Mrs. Brown thinks this is all control. She said that committees should not be like that and if people are like that they need to step down and not discourage people from volunteering.

Chairman Clow said that one point that is not in the policy is the need of the Chairman of the Committee to sign the volunteer form because this need was eliminated.

Mrs. Brown said that whether a volunteer is elected or volunteers they have the right to be there and she thinks that some of Mr. Malette's suggestions are too controlling.

Jerry Little, Agriculture Committee, told the Board that the committee reviewed the proposed policy at their June meeting and found it to be generally well done. He asked that if a grandfather clause was to be added that members should be allowed to serve out their term.

Chairman Clow said that they sent this to the town attorney several times and it started years ago as a draft from a previous Town Administrator. The policy was sent to Laura Spector twice and he hopes that the document does not inhibit volunteers, but sets up some criteria.

Section D, #2 – States that committee members will not be allowed to serve on more than three boards whose members are appointed by the BOS. Mr. Malette is asking that the Selectmen remove the sentence completely. He said that the language cannot be contrary to the state statutes and anything that promotes volunteerism is beneficial to the town. The statutory language of the Heritage Commission states, two others including but not limited to, members of a Heritage Commission can also serve on other committees including but not limited to a Conservation Commission, Heritage Commission, or Historic District Committee. The only place there are limitations and the language is specific with that committee is the Budget and Ethics Committees. The Selectmen asked the town attorney about a Planning Board member serving on any other committee last year. The new language serves a new purpose for the Planning Board to do long term planning and provide greater outreach of Planning Board members to other committees. The language included is that any two appointed members of the Planning Board may also serve together on any other municipal boards or commissions other than those limited to one. Mr. Malette said that when it comes to the vote of the people, what the voters vote in is binding, but town council said this is a non binding commission.

Ms. Brown commented that it may be a non binding issue, but the town voted to move forward and adopt the policy. It is the Boards ability to adopt a more stringent rule, but this is the voice of the people that this is the policy that they want. Ms. Board stated that having someone on every board does not keep it fresh and people are not volunteering because it is the same people on all boards. Ms. Brown asked the Board to listen to the voice of the people.

Ms. Clark asked that if the Board does allow grandfathering that it be restricted to the current term and not have it grandfathered on forever.

Mrs. Brown thinks that the vote is binding and they have to respect the purity of the vote and what people voted on. She said that if they want it changed they need to put it on the warrant next year. The people voted strongly and believe what they voted on.

Chairman Clow read aloud an email received by Heleen Kurk stating there is no mention of multiply family members serving on the same board. She feels that they should not to have two members of the same family serve on a committee with less than seven members; if a board has eight or more members she does not see a problem.

Mr. Malette said that this is a public hearing and the Board needs to discuss the language and when they come to another draft the Board needs to hold another public hearing. Chairman Clow said that the Board will review

FINAL

the policy. Mr. Malette stated that when a Board or a town places these kinds of restrictions it is sad, especially when it only affects one person from trying to do something good for the town.

Chairman Clow closed the public hearing at 9:20 p.m.

Chairman Clow said that all comments will be put through the discussion process and the Board will get legal opinion if necessary. Depending on the will of the Board, changes may or may not be made.

DISCUSS CLINTON GROVE ACADEMY – Chairman Clow said that this discussion will be limited tonight because the people who are proposing the fundraising effort could not be present and asked that the decision making be put off until they can both be present. Chairman Clow would like every one to have a copy of the assessment of Clinton Grove Academy and a proposal of what can be done there. Vice Chairman Butt said that it is not a question of the project, but a question of whether it should be a town project and whether they should take on another town building for a purpose that he thinks most of the municipal buildings are for. Vice Chairman Butt thinks that they should preserve the building and/or sell the building to the Historical Society. Unless there is additional information, Vice Chairman Butt thinks that they have all the information needed to make a decision.

Jill Flanders has been an abutter to the Academy for 20 years and her husband has lived there for 50 years. Mrs. Flanders gave a brief background on Clinton Grove Academy. She said that it was voted on by the town to go back to the town as a town property because the Historical Society could not afford to maintain the building. Mrs. Flanders stated that they only knew of the issue/renovation because they read it in the minutes and were not informed as abutters. She said that the building is not appropriate for weddings and functions and as a taxpayer and neighbor questions the liability and who will take care of potential problems.

Mr. Malette, former Chair of the Building Committee, asked the Board to give consideration to all other town buildings. He stated that there is so much work that needs to be done including the unsafe Highway Department Building, liability issues, uncompleted Fire Marshall's list, and maintenance issues that are not done. Mr. Malette asked the Board to tour the Episcopal Church and to ask them for any information they can provide on the cost and about it not financially holding it self up. The South Weare Improvement Society owns Osborne Hall and they have to raise money. Osborne Hall has equal capacity and is the only building in town that will have the license to have alcohol and will have a kitchen facility on ground level when completed.

Selectman Lawton thinks that as a town they should not become real estate owners, there is liability going forward, and they cannot tell what kind of liability in going forward. If the Historical Society wants to move forward, he would like to see them purchase the building.

Vice Chairman Butt is concerned with Mrs. Flanders not being notified as an abutter. The Board was told that all the people in the neighborhood were willing to allow people to park there. He does not see this being feasible if it will be multi functional and attract different groups as projected. He questions what the benefit is to the town and said that he has not heard of a single case where there was not space available for someone to have a function.

It was discussed that this process would be more formal through the Planning Board and the abutters would have an appeal process. It would need to go through the voters to sell the property to the Historical Society, but it has not been formally discussed. Chairman Clow would prefer a full blown discussion with all parties that proposed this present. Vice Chairman Butt said that his concern is that the town should not take that project on, regardless of where the funding will come from. Chairman Clow informed the Board that a member of the committee contacted him and asked if the decision making could be put off. He told that member the topic was on the agenda because he thought they wanted a decision. Chairman Clow is uncomfortable making a decision tonight after making that commitment to that member of the committee. Vice Chairman Butt said that after the Board agreed to remove the trees to apply for the Mooseplate Grant, additional work was also preformed well beyond the scope of the project. It was mentioned that the Historical Society does not have the means to

FINAL

maintain the building. Chairman Clow is just proposing to wait two weeks before making a decision. Selectman Lacasse agrees with Chairman Clow in postponing the decision.

Selectman Lacasse commented that there has been discussion, but one sided by the committee presenting, tonight is the first time they heard from someone on the other side and how it would effect them. He would like to hear all sides. Vice Chairman Butt thinks that the Board should decide. Selectman Lacasse does not want to throw away the ability for someone else to speak about the project. Vice Chairman Butt does not see anything new that could be presented, the fact that the abutters do not want anything put into the Academy will not affect his decision. It was noted that the Board never made a formal request to the Heritage Commission.

There is not unanimous support from the Board at this time. The committee can not move forward with any fundraising until the Board approves the project. The Board discussed future costs of utilities and that funds to be raised to preserve the building are different than the funds to be raised to use it as a function hall.

Selectman Lawton noted that the roof was replaced in 1995 and already needs replacement. He said that he also read that the Historical Society would like to make the building a museum, but there was no mention of a function hall.

Chairman Clow proposes to have a complete discussion on Clinton Grove Academy on July 9th. As a courtesy, the abutters will be formally notified by a letter via regular mail informing them of the meeting.

MANIFESTS

Checks dated: June 14, 2012

Weekly Payroll \$42,898.77

Chairman Clow moved, Selectman Lacasse seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated June 21, 2012. Passed 5-0-0

Accounts Payable	\$863,634.06	(Weare School final payment for fiscal year \$800,000)
	\$8,081.45	

Gross Payrolls	<u>\$39,844.43</u>	(Includes taxes, credit union, police detail)
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TOTAL	\$911,559.94	
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Also, to order the Treasurer to sign payroll checks dated June 28, 2012, 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.

MEETING MINUTES

Selectman Lacasse moved, Selectman Lawton seconded to approve the minutes of June 4, 2012 as amended. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of June 11, 2012 as printed. Passed 5-0-0

During the non public session the Board discussed a list of people hired for Chase Park along with the pay rate.

Chairman Clow moved, Selectman Lawton seconded to approve the list of employees for Chase Park as presented by the Chairman of PARC with his changes moving previous employees up \$.25 an hour from last year. Passed 5-0-0

REVIEW PERSONNEL POLICY – Vice Chairman Butt said that one of the things they failed to do was to allow for the opportunity for employees to take off from their position in increments of less than eight hours. He would like to provide the opportunity for employees to take off time for personnel use without using vacation time. He proposed that employees be allowed to use three of their sick days in hour increments and they can also use those three sick days as full days if needed. As long as an employee does not use their other twelve sick days they would still be eligible for bonus time. Notification should be made prior to using this time, except in an emergency situation. Selectman Lawton asked if they could limit the day to a certain amount of hours so that

FINAL

they could not to use the eight hours in one day. Naomi Bolton, Town Administrator, said that sick leave is intended for an employee's own illness and asked about having an employee's immediate family member added. Also, Bereavement does not list a grand child as an allowable time. Long term and short term disability can be purchased by an employee, but are not provided by the town. Selectman Lawton noted his concern with sick time and the liability it poses to the town. Vice Chairman Butt said that he wanted to provide the employees with an option not to lose bonus time. The policy states that vacation time must be used in full day increments.

Selectman Lacasse moved, Vice Chairman Butt seconded to change the title of Section F from Sick Leave to Sick Leave/Personal Time and add a paragraph that reads "Personal Time is provided to employees for personal business. Employees will be allowed to use 24 hours of their sick leave, as an eight hour block or in hourly increments. Personal Time will require pre-approval by a supervisor, except for emergencies. Use of the Personal Time will not affect calculations for Bonus Leave or compensation for unused sick time at retirement." Passed 4-1-0; Selectman Latwon was opposed.

Selectman Lacasse moved, Selectman Leary seconded to change the first sentence of Section F - Bonus Leave to read "Bonus leave will be awarded to those hourly non-salaried employees who have not used sick time for any reason." Passed 4-1-0; Selectman Lawton was opposed.

Selectman Lacasse moved, Chairman Clow seconded to add grand children to the list of immediate family members in Section F – Bereavement Leave. Passed 5-0-0

Chairman Clow commented on page 11 of the Personnel Policy and asked if they should put the actual amount of the stipend being offered into the policy or state that the amount of the stipend is to be determined by the Board of Selectmen.

Chairman Clow moved, Selectman Lacasse seconded that under Part VII - Section C Medical Insurance Opt Out Program the second sentence will be eliminated and in its place will read "The amount of the stipend will be determined by the Board of Selectmen." Passed 4-1-0; Vice Chairman Butt was opposed.

Chairman Clow would like all employees to receive a sheet with the changes to the Personnel Policy as soon as possible.

CORRESPONDENCE

Mr. Tim Redmond attended a NRRA meeting with Jon Osborne and the town was awarded a plaque for the greatest number of recycling programs used for 2011.

Library Trustee, Jill Tacy, informed the Library at their June meeting that she is leaving this month. The Trustees have asked that the Selectmen appoint Paul Marsh, who is a current alternate, to fill Jill Tacy's current full member term.

Vice Chairman Butt moved, Selectman Lacasse seconded to appoint Paul Marsh as a Trustee of the Library to serve until March of 2013 to fill the unexpired term of Jill Tacy. Passed 5-0-0

Bids were submitted for the drainage project on Luftkin Road. After meeting with the lowest bidder and discussing the proposed work, Mr. Redmond recommends Townes Excavating be awarded the bid.

Selectman Lacasse moved, Selectman Leary seconded to award the Luftkin Road Drainage Project to Townes Excavating for \$2,460. Passed 5-0-0

Naomi Bolton, Town Administrator, explained that the Historical Society had contacted her about what was going to be done with the barrels in front of the Stone Memorial Building. She told them that she budgeted for the Town Office flowers and she would look into it. She received two bids and on Monday, June 4th the Board awarded the planting and maintenance of the flowers at the Stone Memorial Building to Moody Pond Marketplace. Moody Pond ordered the flowers and then all of a sudden on Thursday the baskets had flowers in them. The Historical Society paid for the flowers and she understands they are going to pay Moody Pond for

FINAL

maintaining. Moody Pond would like to add some flowers to the barrels that were planted by the Historical Society and maintain the flowers at a reduced price. Moody Pond Marketplace is concerned with her name being attached to those barrels. Naomi Bolton, Town Administrator, noted that the process was not followed and there was miscommunication.

Vice Chairman Butt commented about advertising being put in with the tax bills. Naomi Bolton, Town Administrator, responded that she needs to gather more information from the City of Manchester. It was discussed that businesses would provide the information to the town already printed and ready to be inserted into the tax bills and just like buying an add in the newspaper they would pay up front for the advertising. The minimum number of registrations sent out per month is in the 450 range. The Board needs to discuss a price. Vice Chairman Butt said to contact a garage to see what they would pay. Naomi Bolton, Town Administrator, will gather more information. Vice Chairman Butt said that a flat fee is easier and they should only allow one vendor advertising at a time.

Selectman Lacasse mentioned that the grass on town property is being well taken care of by Big Dawg.

Vice Chairman Butt mentioned an email sent by the Town Administrator to department heads regarding the purchase order system. Naomi Bolton, Town Administrator, said that the "log me in" was not working at the Fire Department; currently everyone should be working. She discussed with Tina Connor that a purchase order should be issued on a \$1,000 or more and she sent out email stating that. Chairman Clow said that the problem might be that the Purchasing Policy was most likely approved before the software being utilized. Vice Chairman Butt feels that a purchase order number is needed on all purchases.

Vice Chairman Butt asked about purchasing through the school. Naomi Bolton, Town Administrator, said that it is flawed and it is not working like they thought it would. She spoke with Sharon Fudala at Center Woods Elementary School, but she did not speak with the SAU.

Vice Chairman Butt mentioned a discussion regarding Cold Springs Campground a year ago and the fact that another meeting was never scheduled. Naomi Bolton, Town Administrator, said that she spoke with Lauren Spector and Wendy Stevens and they both felt things were going OK and another meeting was not scheduled. The Tax Collector and Assessing Department were also asked and responded that there is no issue.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 11:00 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; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 11:10 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

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

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 11:11 p.m. pursuant to the authority granted in RSA 91-A:3II (e). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

The Board discussed information regarding prior litigation.

FINAL

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; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 11:21 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; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Leary seconded to come out of non public session @ 11:29 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved to authorize the Town Administrator to issue a letter addressed to each non-union individual indicating the amount of the raise they will be receiving, retroactive to April 1, 2012, as well as to inform them of the insurance cost share that will begin effective January 1, 2013; which will be that the employees will be paying 5% of the cost of the insurance premium and those that opt out of the insurance will be paid a flat rate of \$5,500 for the buyout; Selectman Lacasse seconded the motion. Passed 5-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary