

# FINAL



## WEARE BOARD OF SELECTMEN MEETING MINUTES May 21, 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:** Heleen Kurk, Sherry Burdick, Betty Straw, Paul Morin, Jan Snyder

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

**PUBLIC COMMENT** – Ms. Jan Snyder, Town Treasurer, explained to the Board that the annual event of the investment policy is now here and needs to be signed by the Board of Selectmen. There were no changes other than dates. Ms. Snyder recommends that the Board sign it. She believes that the best way to make money is to have funds in a regular money market account. The investment policy is a municipal guideline and sets up how the town can invest and earn money.

### **DEPARTMENT HEAD AND COMMITTEE ITEMS**

**Clinton Grove Academy Discussion** – Heleen Kurk said that they are before the Board to discuss the Clinton Grove Academy in hopes that the Board will support the rehabilitation of the Academy. Sherry Burdick explained to the Board that they applied for a matching grant a year ago to help fund the assessment of Clinton Grove. They have been awarded the NH Preservation Alliance Grant which the Weare Historical Society will match and the engineer who assessed the Academy will be paid \$2,250. It was discussed that in 2010/2011 the Board was asked to support a grant that would support the assessment of Clinton Grove and the Board approved them applying for the grant. The Board will need to pay the engineer.

The architect finished his report in December, which talks about the building historically, physically, and the rehabilitation and preservation of the building. Mrs. Burdick and Mrs. Kurk have already studied the assessment. The report states that overall the building is sound. Mrs. Burdick said that drainage was put in, new windows were installed in 2004, and the bell tower has been done. There were some trees that needed to be removed. The building is pristine, but needs plaster work, painting, and the stairs are not compliant with today's standards. The engineer discusses stairs, kitchen, and installation of bathrooms in his report. Someone has taken a look at the possibility of a septic system, but they have not received a report, but feel strongly it is feasible. The building will need a well, heating system, and electricity.

The Mooseplate Grant would provide \$10,000 towards the new roof for the Academy. The estimates they have received for the roof are approximately \$18,000. If they get the grant from the State of NH the state wants the same 3 tab/30 year shingle put on it, but if they don't get the grant they make look at a 50 year architectural shingle.

Mrs. Kurk told the Board that they are looking for their support and endorsement to make Clinton Grove Academy a useable building for the town. The building is sound and useable, is on the state registry, important to the town and state, in a beautiful location, and is a relatively easy project. There are two floors and they would be able to use the second floor. In comparison to the Town Hall it is an easy project. The Academy would be the only town owned building that would be multi-functioning, with a kitchen and bathroom. It was

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discussed that there is support and interest from residents in town and there are people in the state that are also interested in the building. When the building is rented out for weddings, parties, and classes the fees will help to pay for the utilities and maintenance.

A Friends of Clinton Grove Committee has been established to help raise the \$500,000 needed for the preservation and restoration work. Several people in town have offered donations of in-kind services for free; they would need to pay for supplies, but the services would be free. They will also be applying for more grants once they have approval to move forward. The Weare Historical Society has \$56,000 to put towards this project and there is \$50,000 in the Mildred Hall Fund designated specifically for Clinton Grove. Chairman Clow said that it is his understanding that no funds have been raised. Mrs. Kurk said that they knew they could not go further without having a discussion with the Board. Mrs. Kurk told the Board that once they have their support and approval they will start working on a capital campaign with the guidance of a professional. Chairman Clow asked if they see this as central project for the 250<sup>th</sup> Anniversary of the town. Mrs. Kurk responded that their dream would be to have the building up and running before the finish of 2014 and it would be the commemorative of the 250<sup>th</sup>.

The second floor of Clinton Grove Academy can hold 100 people and is comparable to the size of the Town Hall. Selectman Lawton commented on raising money through a capital campaign and asked if they will be looking for taxpayer money into the future for restoration and maintenance. Mrs. Kurk said that they won't be asking for any taxpayer money to get the building up and running. The town is already paying for the insurance and ground maintenance. The town can anticipate that the rent will pay for the heat and electricity. The septic system will need to be pumped using taxpayer money if there is not enough in rental fees. Selectman Lawton asked if they feel there is a need in town for a building to hold these types of events and noted that there are three schools and the Town Hall. Mrs. Burdick said that the Town Hall is not multi-functional building; there is no kitchen. Mrs. Kurk told the Board that sometimes the Town Hall is in use and the town will grow and the needs will continue to be greater. Selectman Lawton asked how adding water and electricity to the building is being accepted being that the building is historic. Mrs. Kurk said the Preservation Groups in NH recognize that these historic buildings that want to be used today need water, heat, and electricity.

Vice Chairman Butt is having a problem with expanding the use, which is not a preservation aspect. He has not heard of many cases or complaints about the Town Hall not being accessible for a function. He also thinks that the kitchen is a liability for the town. Vice Chairman asked what portion of money they plan to raise is for preservation and what percent for expanding the use. He said that the first floor is built for a classroom and has very little space for a function. Mrs. Kurk said that the first floor has a teacher's rise in the front, blackboards along the walls, three school desks, and everything else there is storage. Some of the storage stuff they would use to the benefit of the building, the rest of that floor is open if they took everything out and could be used for art and music classes. Mrs. Burdick explained that for preservation they do not plan on anything other than electrical and insulation. They are looking to repair the plaster and will not do anything inside except sanding and poly the floors. The blackboards will not be removed. The updates will be a separate attached building. Vice Chairman Butt asked how the funds will be distributed. Mrs. Burdick responded that \$200,000 will be for preserving the building and \$300,000 for the addition. The outside of the building needs to be painted. Vice Chairman Butt asked how they would find out how much the building will be used if it has a kitchen. Mrs. Kurk asked what use is the building if they only paint it and get a roof on it. Mrs. Kurk said they could speak with whoever is running Holy Cross Church Common Room, which gets a lot of use, and sometimes is not available. Vice Chairman Butt noted that the maintenance and insurance on the building will have a cost increase and he does not hear of the need.

Selectman Lacasse commented that they will find out if there is interest if the capital campaign does well. He assumes that the campaign would include the plans for preservation and the addition.

It was mentioned that there is an electric box in the building that is not functioning.

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Chairman Clow thinks it would be a good idea to meet at the site and review the architect's letter.

Ms. Betty Straw said that building has had multiple uses in its lifetime. It was built by the Quakers. The school was school started in 1854 and was managed by a group of Quakers. In 1866 three school districts petitioned the Legislature to be able to purchase that property. The Academy continued until 1876. In 1872 the complex burned and was an important complex to the town and served as a high school. After the fire the Academy continued in the friends meeting house in the town common. Clinton Grove was used by the district school from 1876 until 1933. It sat there because it was not feasible as school and the building was used for church services and community gatherings. Ms. Straw told the Board that the building has a history of being a community center and being used for community services.

The Board would like to visit the Academy as a group and Vice Chairman Butt would also like the Heritage Commission to review the plans.

It was discussed that in order to start the capital campaign the plans for the building need to be in place. Chairman Clow thinks that the next step is to visit the Clinton Grove Academy as a group to stimulate discussion. The Board will meet at Clinton Grove Academy on June 4<sup>th</sup> at 6:30 p.m. and make an official request to the Heritage Commission to join them.

Paul Morin told the Board that he is familiar with the report from the architect, has been to the building, and was asked to review the cost estimates. He provided suggestions to the Friends of Clinton Grove. Mr. Morin told the Board that visiting the building is a good idea. He noted that there are motivated individuals willing to raise \$.5 million dollars at no cost to the taxpayers. Mr. Morin said that there is major work to be done to the Town Hall and Town Office building and the extra space will be put to good use. As for how much of the money is for preservation and restoration and how much is for a new addition, he feels it is pre-mature to get into that level of detail. The larger question is if they are going forward with the project.

Chairman Clow said that they have a volunteer application form from Betty Straw. Chairman Clow asked Ms. Straw what it is that draws her to the Heritage Commission. Ms. Straw said that she is asked a number of questions about the town's history. She has lived in town all her life. Ms. Straw's family dates back to 1768 and she has lots of information on the history of the town. She would like to share everything that she knows for the benefit of the town. Vice Chairman Butt noted there are five full members on the Heritage Commission and Ms. Straw would be an alternate member. Naomi Bolton, Town Administrator, said that until the policy is finalized, one of those members is on multiple boards. Vice Chairman Butt said that the Selectmen can appoint Ms. Straw as an alternate and the Heritage Commission could make her a full member.

**Vice Chairman Butt moved, Selectman Lacasse seconded to appoint Elizabeth Straw to the Heritage Commission as an alternate member. Passed 5-0-0**

Naomi Bolton, Town Administrator, told the Board that the Finance Administrator submitted a voucher today to move \$380 for postage to mail the tax bills.

### MANIFESTS

**Checks dated: May 17, 2012**

**Weekly Payroll \$34,106.88**

**Chairman Clow moved, Selectman Lacasse seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated May 24, 2012. Passed 5-0-0**

**Accounts Payable \$710,415.33 (Weare School \$450,000)**

**Gross Payrolls \$40,139.84 (Includes taxes, credit union, police detail)**

**TOTAL \$750,555.17**

Chairman Clow noted that in addition there is a check for \$380 for postage to mail the tax bills, which will need to be added if it is not already included.

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**Also, to order the Treasurer to sign payroll checks dated May 31, 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

**Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of May 7, 2012 as amended. Passed 5-0-0**

**FINALIZE VOLUNTEER POLICY** – The Board discussed the recommendations submitted from the Town Attorney and followed the attorney's recommendations. They also discussed changes they felt were necessary, which included a criminal background check prior to an individual being re-appointed as a volunteer.

The Board will hold a public hearing on June 18, 2012 before adopting the Volunteer Policy. A copy of the finalized Volunteer Policy will be emailed to Chairs of committees for their review and distribution.

**ADMINISTRATIVE REPORT** – Naomi Bolton, Town Administrator, told the Board that there were lots of new applicants for summer workers at Chase Park, but PARC has chosen to re-hire all employees from last season. Vice Chairman Butt said that it is bothersome that they did not go through the process and commented on PARC not having the ability to hire. The recommendation should have come to the Board to hire all the previous staff from last year. Vice Chairman Butt said that they need to go through the hiring process. Chairman Clow said that in previous years the Chair of PARC has come before the Board in non-public to discuss hiring and pay and the Board would approve them as a group in public session. The Board decided to have PARC come before them on June 4<sup>th</sup> to discuss hiring.

Mr. Redmond submitted a letter to Nancy Mayville, NH DOT, informing her that the town is not able to move forward with the Peaselee Bridge at this time and is suggesting that the project be moved out one year. Naomi Bolton, Town Administrator, said that she will put together a cost for the 80% due back to the town.

Mr. Redmond has made a selection to fill the vacant position. If the Board approves his selection in non public the Town Administrator will start a criminal background check before a recommendation would be made.

The Memorandum of Agreement from the DPW will be discussed in a non meeting. Naomi Bolton, Town Administrator, noted that Tim Redmond is recommending this because in his view it will be a savings to the town.

Naomi Bolton, Town Administrator, discussed the Clinton Grove Tree cutting. She explained that she sat with Tim Redmond regarding how the plans were changed and how the person in charge knew the material was to be left there in 4ft lengths. Someone told them to bring the material to the Highway Department shed. Her understanding was that the change was made on the spot without including the person in charge. The instructions were given and changed with no call made to confirm. They were specifically told that the material was to be left at Clinton Grove. Chairman Clow said that Mr. Redmond noted that the trucks were there and no special trips were made. Naomi Bolton, Town Administrator, said that the point is instructions were given and changed with no confirmation. Mr. Redmond would like to hold off until fall now, but that was not the plan.

Naomi Bolton, Town Administrator, explained to the Board that she reached out to the carnival gentlemen and he told her that the sand where the ice rink was located was not going to work for him to set up his equipment. Mr. Redmond loamed. Mr. Redmond and Gene Proper discussed hydro seeding and it was done for \$900. They reached out to the Fire Department to sprinkle it and they said that they could if need be. They have seven weeks before the carnival.

There are some employees at the Town Office that would like for the office to have summer hours. They would like the office to be open Tuesday to Friday 7:00-5:30 and work four ten hour days. There are eight employees at the Town Office; six are in favor of summer hours. She was asked to bring it forward to the Board for consideration, but explained to the employees she did not see it going anywhere. Chairman Clow said that the Town Office is very different from the Highway Department and those hours would not be convenient for the

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public. Naomi Bolton, Town Administrator, said that her response to the employees was that they could use a vacation day if they want a three day weekend.

The Board received a request voucher from the Charles and Ethel Eastman Fund which requires their signatures.

The Board requested that the Finance Administrator run a comparison starting in 2006 on how much was budgeted and how much was spent on overtime in the Police Department. Chairman Clow said that this is the basis of why they are asking to have a review. Vice Chairman Butt also asked for year to date information.

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 9:06 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**

The board discussed non-union employee raises.

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:55 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**

## **ADJOURNMENT**

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Cherry Palmisano, Recording Secretary