

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
May 13, 2013**

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

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Bill Letsky, Frank Campana, Sherry Burdick, Chief Begin, Jan Snyder, Heleen Kurk, Chris Hague, Tony Denapoli

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

PUBLIC COMMENT – Frank Campana commented on reading an article in Saturday's Concord Monitor regarding Police Lieutenant Carney and the allegations regarding transporting alcohol in a town vehicle. Mr. Campana noted that he has spoke many times regarding town cars going home with employees. He said that this is a new era with Chief Begin retiring and the prospects of a new Police Chief and he asked that when vehicles are handed out to new employees the cost benefits be weighed. Mr. Campana told the Board that there may come a time when someone asks for the financial costs for an employee to take a vehicle home.

Mr. Campana said that the Selectmen will be appointing a Police Chief and it is unfortunate that people who voted that way may not have had the history on passed appointed Police Chiefs. Mr. Campana referred to a newspaper he had from 2004 and the Police Chief at that time. He would like the Selectmen to find someone who is reputable to take the job as Police Chief and someone who is not in it for himself. He thinks that if people knew the history of an appointed Police Chief, they may have voted for the Police Chief to be elected.

Chairman Clow said that if an employee takes a town vehicle home, there is a purpose for doing so. The Board will work with new chief regarding town vehicles going home.

The process for the selection of a new Police Chief will involve an outside agency to assist the Selectmen.

Sherry Burdick told the Board that she was approached by a resident who asked kids to get off the gazebo roof and to stop standing on the railings. Ms. Burdick noted that the property belongs to the town, not the school.

Heleen Kurk told the Board that there are ruts on East St going towards the school where the ice rink was. The Patriotic Celebration will require use of that area and she would appreciate that the Selectmen review the area and decide what needs to be done. Chairman Clow said that the Town Administrator will inform Tim Redmond.

Ms. Burdick said that she walked Bolton Field and there is a lot of trash and there is also a safety issue with the playground. The merry-go-round is missing 18-24 inches of material and it needs to be filled back in. She said that someone was hired to take care of these issues, but there are not getting done.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 7:17 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 Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

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Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:40 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

While in non public session the Selectmen had a discussion regarding possible prosecution services.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Town Hall Door Discussion – Ms. Burdick told the Board that the Town Hall is recognized by both the state and fed government. The building is important and worthy of protection. She is concerned that the study did not address the historical preservation of the building in reference to historical detail or the removal of the transits at the top of the doors. Ms. Burdick does not know if they had the right person to do the evaluation on the building. She did not read the report from the architect. Ms. Burdick is concerned that the work be done right. Because of the one large door, Ms. Burdick researched having a wider top step. She received a price from Swenson Granite for a 10 ft by 4 ft top step with two additional steps, and side pieces for \$2,352, which does not include a cement pad to accommodate the steps. Granite steps are historically what should be there. Ms Burdick said that for the large door to be historic there needs to be three panels at the top and three panels on the bottom. Selectman Lacasse commented on the specifications and said that bidders will need to give a price and submit shop drawings, which they will review and Ms. Burdick will be part of the process. Selectman Lacasse said that they did agree with getting prices for concrete as well as granite for the steps. Ms. Burdick thinks that when they work on historic buildings, they should get state historians. It was mentioned that when they get the mark ups from individual contractors, they could ask the state historian to review the mark ups. Chairman Clow said they will proceed cautiously.

Ms. Burdick commented on the Clinton Grove Academy roof. She spoke with the state and was told there would not be an issue. Town Administrator Bolton said that it was scheduled for Governor's Council on May 1st.

Website Demonstration-Virtual Town Hall and School – Bill Letsky, Virtual Town Hall and School, said that they could design a new look and feel for the town website, which will be easy to keep updated. Virtual Town Hall and School has worked with towns across New England since 1998. They provide full service from design through development and provide on-going support. Mr. Letsky said that the key is to share as much information with the people in town as possible. They are a content rich system, which people can easily find the information they are looking for. They build websites and provide on-line services for the Government Sector. There is a firm and complete cost. Residents will be able to sign up for email notifications. Virtual Town and Schools has the ability to embed videos as well as streaming and archiving of meetings. There is also the ability to create on-line fillable forms, built in to the system. There is no limit to documents or content, but the streaming of videos is a different service. Chairman Clow commented on video quality on some websites being very poor. Mr. Letsky said you do need an encoder to transfer video into a different format. There can be an unlimited number of people managing different aspects of the site and have different permissions if needed. Vice Chairman Butt is concerned with the management of the website. Mr. Letsky said that they build the site, train employees, provide the tools to manage, and clients are their own web masters. The website will be the town's to build and they can add any groups/pages that they choose. Vice Chairman Butt asked how much time is spent managing the website with Virtual Town Hall & School. Mr. Letsky said that it depends on the amount of information you want on the website and central control or individual departments being responsible for their department. Heleen Kurk asked about training volunteer committee members. Mr. Letsky said that they give the tools to the town and provide one day/7 hours of training, group classroom instruction, and individual training sessions. They also have monthly Webinars for new user training at no extra cost. There is a one-time charge of \$4,000 for graphic design and architecture with as much content as the town wants. There is an annual cost of \$2,000 for secure hosting, unlimited support for primary users, application upgrades, and licensing costs.

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Open Bids for Town Office and Library Roofs

Town Office Building Roof

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| Viking Roofing Inc. | \$42,000 with the add on of \$18,800 for alternate number 1 to fabricate and install copper flashings for the dormers |
| Target New England | \$24,760 per spec of aluminum |
| Exeter Roofing | \$33,400 new 20 oz copper on dormers |
| Whitcher and Whitcher | \$33,300 add \$9,976 for copper |
| Kelley Construction Co | \$36,153 for aluminum |
| Apollo Construction LLC | \$18,500 and add \$4,000 for copper 16 oz |
| A Plus Roofing and Siding | \$20,000 is as specified offering deduction to go from aluminum to rubber membrane on dormers deduct \$1,000 |
| S&W Roofing LLC | \$28,900 aluminum as specified |
| AW Therrin Roofing and Sheet Metal | \$42,816 inclusive of copper |
| Walker and Co Roofing and Construction | \$55,300 for flat stock aluminum |

Library Roof

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| Target New England | \$32,680 |
| Walker and Co Roofing and Construction | \$31,250 |
| A Plus Roofing and Siding | \$13,625 |
| Viking Roofing | \$26,295 alternate for plywood \$95 supply and install per 4x8 sheet |
| Rich Brown Construction | \$19,200 if plywood is needed will discuss separately on time and material basis |
| S&W Roofing LLC | \$21,600, materials and installation for plywood \$50 per sheet as needed |
| Apollo Construction LLC | \$13,000 and \$5 sq ft in time and material for 5/8 plywood billed at \$50 per hour |

Chris Hague said that they asked for two prices; a base bid and plywood as a needed as an extra. Ms. Hague said that the proposal for the Library roof specified that the bidder needed to make a site visit and they asked for references and if the references were not included the bid is non-compliant.

Selectman Lacasse mentioned a bid tabulation, which would include the price, material, and if the bidder met the specifications.

The Board discussed that there are many variations on the bids and agreed to table their decision until all the data is compiled. The compilation of the bids will be reviewed at the Selectmen's meeting on May 20, 2013.

It was discussed that the specifications called for references to be provided upfront.

MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of April 6, 2013 as amended. Passed 4-0-0

ADMINISTRATIVE REPORT

The Board signed a Timber Tax Levy.

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Town Administrator Bolton presented a form for medical rates which requires the Chairman's signature. All employees are now on the same 10/20/45 plan that starts July 1, 2013.

Town Administrator Bolton told the Board that she received a phone call from someone in town that worked with the previous Emergency Management Director, Paul King, who is interested in the position. Chief Vezina also knows someone that was interested in the position. She will re-submit the information to the Board to see if there was anything the Board wanted to change after having the discussion with Mr. King and then re-post the position.

Town Administrator Bolton presented the amended Tax Bill insert to the Board. She received an email from Avitar announcing the option to go to paperless billing and online tax bills. In order for the town to participate in the online bill pay and become an early adopter they would need to do a one time upgrade for a charge of \$155 for Invoice Cloud. If the town does not change online acceptance to the Invoice Cloud they will not be able to be one of the early adopters. The insert would explain the process on how to go to a paperless tax bill. The Board discussed that the information regarding paperless tax bills will not be sent out until the system is in place and all the information is known.

OTHER BUSINESS

Vice Chairman Butt asked about the water in the Town Hall. Town Administrator Bolton will speak with Tim Redmond in the morning.

Vice Chairman Butt said that he is very concerned that the Capital Reserve Fund for computers has been over spent. He would like to know how it happened and what will be put in place so that it does not happen again. He said that the Board signs the expenditure from Capital Reserve Funds and at that time a balance in the fund is provided to them. Chairman Clow mentioned the purchasing policy and the importance of encumbering funds.

Chairman Clow shared the Concord Solid Waste Cooperative's summary of alternatives for public waste, which boosts the credibility of the Cooperative Management. The summary sheet specifically highlights which communities benefit from staying with the Cooperative and which benefit by going to a different source. Chairman Clow said that the information presented made him feel they should stay with what they have.

Selectman Lacasse said that the grass at the ball fields is getting long.

Chairman Clow mentioned the cemeteries being ready for Memorial Day. A reminder should be given to the contractor that the cemeteries need to be presentable for Memorial Day. Vice Chairman Butt commented that Janet Brown, Cemetery Trustee, has praised the contractor.

It was noted that the school will need to be contacted regarding the gazebo.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:00 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 Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0

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

Selectman Lacasse moved, Vice Chairman Butt seconded to accept the agreement with Municipal Resources, Inc (MRI) to provide services of Arthur Walker to serve in the capacity of Police Manager for the period the Weare is without a police chief. Passed 4-0-0.

ADJOURNMENT

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A True Record.

Cherry Palmisano, Recording Secretary

Administrative Report Topics for May 13, 2013 Board meeting:

1. Emergency Management Director – position still vacant
2. Police Policies and Procedures – Chief Begin forwarded three (3) general orders for the Board. MRI has been contacted and they can develop draft general orders (Sick, Hours of Rest, OT and Flextime) for the Board. A committee needs to be formed for shift schedule discussion per a discussion during negotiations.
3. Performance Evaluation Forms – this topic will be placed on the June 3rd agenda
4. Website – Virtual Town Hall & Schools is scheduled for a demonstration with the Board for Monday, May 13th at 7:30 PM.
5. Government Building & Maintenance Projects:
 - Town Hall Fire Alarm – installation not scheduled as of this time
 - Library Roof – bids received will be opened tonight
 - Town Office Roof – bids received will be opened tonight
 - Town Hall Doors – Mandatory pre-bid meeting for Wednesday, May 15th @ 4 PM – Bids are due back for Monday, June 3rd.
 - Clinton Grove Academy Roof – left a message for Deb at Historical Resources at the State and haven't heard back as of today.
6. Tax Bill Insert – amended from May 6th – review tonight