

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
May 6, 2013

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

RECORDING SECRETARY: Naomi Bolton

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Tim Redmond, Jan Snyder, Jon Osborne, Donna Osborne, Paul King

6:30 p.m. Chairman Clow called the meeting to order.

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 6:33 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

Vice Chairman Butt moved, Chairman Clow seconded to come out of non-public session @ 6:52 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 Leary seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

DEPARTMENT HEAD AND COMMITTEE ITEMS

Emergency Management Discussion – Paul King was present to discuss the position and responsibilities for the Emergency Management Director. Mr. King stated that in 2005 when he started he took the position as an intern. You had to be a first responder or had to have military background. He first developed the Emergency Operation Plan and that rolled into developing a Hazard Mitigation Plan under the guidance of Southern NH Planning Commission. The Hazard Mitigation Plan was just recently updated, but currently the Emergency Operation Plan is out date and should be updated. During his tenure here he worked closely with other communities as well as the three larger departments here, Fire, Police and Highway. He was able to secure a grant with other communities for movable reader boards. The Town of Weare should be receiving shortly three (3) LED reader boards. Mr. King worked with Leigh Cheney from the Capital Area Public Health Network (CAPHN) regarding shelter needs when disaster strikes. Mr. King explained that you really need someone dedicated to do this. The director's location to Weare is essential in order to be effective. The Emergency Operation Center is at the Safety Complex and can interface with the State. He feels the Emergency Management Director needs to rejuvenate and engage the CERT group as well as the residents. Mr. King suggested that the Board should consider increasing the stipend, maybe to \$5,000 and then revisit and evaluate it after one year. Mr. King stated that he typically spent around 5 hours a week for meetings, but it was hard to track the emergencies. His time was divided up to be about 75% of his time was spent locally and 25% was spent on the State level.

DPW Update-Fuel Tank Quotes: Public Works Director Tim Redmond reminded the Board that the electronic circuit board that monitors the operations of the fuel tanks has burnt out. He has reached out to three

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companies, but received only one quote which is for \$2,353.00. Mr. Redmond has spoken to the Fire Chief, Police Chief and the SAU, as he would like to split the cost of the new board by all the users. He would take a one year average and based upon that average the departments would be charged accordingly. If the Board didn't want that to occur he would like to have it taken from the Government Building and Maintenance Capital Reserve Fund. The Board felt that it was really not an issue that would meet the capital reserve requirement. The Board agreed that it was fair to distribute the cost based upon the usage amount for a one year period. Mr. Redmond said our fuel tanks and piping, as of December 2015 have to be double walled. Currently our tanks are double walled but the piping is not, so he is working on getting quotes ready for the 2014 year so that they will be ready to have it repaired and not wait until last minute.

DPW Update-Crusher Bids: The Public Works Department solicited sealed bids for approximately 12,000 tons of 1" minus crushed gravel and approximately 3,000 tons of 1 ½" stone to be crushed on site behind the Transfer Station. Seven sealed bids were received by Friday, May 3rd and opened at 10 AM. He did inform all the interested bidders that once the bid is awarded there is a time frame in which the material would have to be made so that he can start his summer work. Mr. Redmond would like permission to award the bid to the apparent low bidder but he would like the ability to move to the second place bidder if the first place bidder can't meet his expectations.

Selectman Lacasse moved to award the gravel crushing and stone crushing to Big Foote Crushing at a price of \$2.67 per ton and in the event that they can't meet the Public Work's deadlines the bid would be awarded to CJ Bolton, Inc. for a price of \$2.85 per ton; Selectman Leary seconded the motion. Motion passed 5-0-0.

DPW Update-Power Washer Quotes: Mr. Redmond informed the Board that the power washer that is used to wash all the vehicles is worn out. He solicited quotes from four companies and he would like to purchase this new power washer out of his equipment maintenance line. The power washer is very vital in that it is used to wash all the dump trucks and other pieces of equipment to keep the salt and sand away. He set the perimeters so that what was quoted were for all the same type of unit. The four quotes were \$3,995.00; \$4,384.00; \$4,525.00 and \$6,300.00. He wanted the Board to be aware of the purchase, but he will be taking it from his operating budget equipment maintenance line.

Transfer Station Update: Mr. Redmond encouraged each Board member to accompany him at the Transfer Station for a little while on a Saturday. We have residents that refuse to recycle and have been quite verbal about it. Last week he had a resident pull up and throw in a bag and it sounded like glass breaking, so Mr. Redmond approached the resident and opened up another bag and it was full of items that can be recycled or that needed to be paid for. The resident cussed at Mr. Redmond and indicated that he was not going to recycle. Mr. Redmond stated that if we become real sticklers about it we are going to end up with trash beside the roads, so we need to politely tip toe around this issue. We could go back to purchasing the clear bags and requiring everyone to use those and then you would be able to see what was in the bags.

Selectman Lacasse excused himself from the meeting at 8 PM, but would return later in the evening.

INVESTMENT POLICY DISCUSSION

Janet Snyder, Treasurer was present to discuss or answer any questions any Board member may have regarding the Investment Policy. Each year prior to the audit a new Investment Policy needs to be adopted and signed by the Board. A brief discussion was held regarding the various investments.

Selectmen Leary moved to approve the Investment Policy dated May 4, 2013; Chairman Clow seconded the motion. Motion passed 4-0-0.

MRI DISCUSSION

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Alan Gould from Municipal Resources, Inc. (MRI) was invited in to discuss with the board the idea of obtaining someone from MRI to come in and evaluate our tax collector's department, specifically in regard to delinquent taxes and payment plans. We have agreements that residents agree to a plan, but it really doesn't help over time. We need a system or process that works and it really needs to be clearly defined. Mr. Gould stated that he has two particular persons that work for MRI that have 19 to 20+ years of tax collector, town clerk experience. What would happen is that this person from MRI would sit with the tax collector to see what it is that we currently do. From that visit some best practice recommendations would be given to the Board and those recommendations could then become policy. Mr. Gould estimated that this could be done for under \$500.00.

Vice Chairman Butt moved to have MRI conduct an audit for the tax department payment plans for a cost not to exceed \$500.00; Selectman Lawton seconded the motion. Motion passed 4-0-0.

NON-PUBLIC SESSION

Chairman Clow moved, Selectman Leary seconded to enter into non-public session @ 8: 25 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0

Selectman Lacasse returned during this non-public session.

Chairman Clow moved, Selectman Lawton seconded to come out of non-public session @ 9:10 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 Lacasse seconded to seal and restrict the minutes of the non-public session. Passed 5-0-0

605 MT. DEARBORN ROAD TAX DISCUSSION

Neil Kenny and his wife Deb Dumond came to discuss the property at 605 Mt. Dearborn Road. Mr. Kenny explained that this is the property owned by the US Marshall's Office. It has been on the market for over 520 days. He and his wife have looked at the property and are interested in making an offer to purchase it and get it back on the tax rolls. The problem is that there is currently around \$66,000 owed in back taxes. He is here to propose the Board to forgive the interest on the taxes or some type of counter proposal. Chairman Clow explained that he believes in equality and what we have done across the board is to offer 50% off the interest provided that all the back taxes are paid in full. Mr. Kenny stated that he would accept that offer and would like to have it in writing. The Board indicated that there will be a motion made in the minutes and he is welcome to get a copy of the minutes.

Chairman Clow moved that the Board agrees to forgive 50% of the interest due on all the back taxes if paid in full for the property located at 605 Mt. Dearborn Road; Selectman Lacasse seconded the motion. Motion passed 5-0-0.

MANIFESTS

Chairman Clow moved:

Checks Dated: 4/25/13

Weekly Payroll: \$ 43,669.13

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Checks Dated:	5/2/13
Accounts Payable:	\$ 398,187.29 (Weare School-\$350,000)
Weekly Payroll	\$ 41,750.88
Monthly EMT/Fire	\$ 7,179.46
Monthly Fire	<u>\$ 4,712.82</u>
Total:	\$ 451,830.45

To authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated May 9, 2013.

Accounts Payable	\$ 98,207.62
Gross Payrolls	<u>\$ 42,951.31</u> (Includes Taxes, Credit Union, Police Detail)
Total:	\$ 141,158.93

Also, to order the Treasurer to sign payroll checks dated May 16, 2013 that will include payment for Weekly wages and matching taxes. Actual amounts paid and reports backing up the numbers will be included on the Manifest Memo at the next scheduled meeting.

Selectman Leary seconded the motion. Motion passed 4-0-1 (Selectman Lacasse)

MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the April 15, 2013 minutes as amended. Motion passed 5-0-0.

Chairman Clow moved, Selectman Lacasse seconded to approve the April 22, 2013 minutes as amended. Motion passed 5-0-0.

ADMINISTRATIVE REPORT

Chase Park Wetlands Application – The DPW department completed the glass cleanup on Thursday, April 25th and DES has been notified of the completion. Mike Housman, Parks and Recreation Coordinator contacted DES for approval to add more beach sand and he was informed by DES that they will not issue the Town a permit to bring in any more beach sand because of all what was brought in last year, approval is given every two years. Mr. Housman and Chuck Metcalf have both looked at the beach and they believe the beach looks fine and no further sand is needed.

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 as was agreed upon at negotiations to discuss shift schedules.

Performance Evaluation Forms – Tim Redmond provided three (3) different performance evaluations. Copies were given to the Board and this topic will be placed on the June 3rd agenda.

SNHPC-Municipal Sharing Grant Project – Town Administrator Naomi Bolton attended the kickoff meeting on April 25th. Approximately 20 people from various communities, the State and the County attended. The purpose was to develop opportunities and propose solutions for inter-governmental sharing of services, equipment and facilities, particularly when communities are being faced with limited dollars, shrinking revenues and declining federal and state aid. This municipal sharing is occurring currently within other neighboring communities. Fire dispatch occurs between Goffstown and Weare and New Boston. Police dispatch occurs between Bow and Weare. Code enforcement sharing occurs between Weare, Goffstown and New Boston. Suggestions were made and the possibility of sharing property listing and measuring when it

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comes to revaluation; one Town only has 8 miles of dirt road and would like to be able to work with a community on the possibility of sharing a grader; having an area prosecutor as well as possibly motor vehicle clerks. The second meeting has not yet been scheduled. The attendees were sent away to see if there are other types of services, etc. that various towns would be interested in seeing shared.

Government Building and Maintenance Projects

Roofing Bids – Bids for the Library roof were due by April 26th and the Town received none, so that those that are inquiring about the Town Office roof are being told of the Library roof to have that bid at the same time. The bids are due by 10 AM on Monday, May 13th to be opened that evening at the Selectmen's meeting.

Town Hall Doors – A mandatory pre-bid meeting is scheduled for Wednesday, May 15th at 4:00 pm and the sealed bids are due back for Monday, June 3rd to be opened at the Board meeting that evening.

Monthly Department Head/Staff meeting – A department head/staff meeting was held on April 17th and notes were distributed at the meeting.

Tax Bill Insert – Board members were distributed a draft tax bill insert. There are changes that need to be made and will be made for distribution for next week's meeting.

OTHER BUSINESS - Vice Chairman Butt informed the Board that he attended the little girl's tea party with his granddaughter and the ladies bathroom had a horrific sulfur smell. Water was run but the smell was still there. The Board felt that a filtration system should be looked into.

Selectman Lawton stated that he felt the Board should revisit the traffic ordinance as he has witnessed what he considered to be unsafe conditions with a detail. The Board felt that he should contact the Chief and discuss it with him.

Chairman Clow moved, Selectman Lacasse seconded to enter into non-public session @ 10:15 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 Lawton 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 seal and restrict the minutes of the non-public session. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton, Recording Secretary

Administrative Report Topics for May 6, 2013 Board meeting:

1. Emergency Management Director – Paul King to be in attendance.

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2. Chase Park Wetlands Application – The DPW department completed this cleanup on Thursday, April 25th and he has notified NHDES of the completion. Mike Housman contacted NHDES for approval to add more beach sand and he was informed by DES that they will not issue us a permit to bring in any more beach sand because of all that was brought in last year...they will not allow anymore to be added. Mr. Housman and Chuck Metcalf have looked at the beach and they believe the beach looks fine and no further sand is needed.
3. 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.
4. Performance Evaluation Forms – this topic will be placed on the June 3rd agenda
5. SNHPC – Municipal Sharing Grant Project – Chris Hague was unavailable to attend this meeting due to a personal appointment. Naomi Bolton attended. The meeting was attended by approximately 20 people from various communities, the State and the County. The purpose is to develop opportunities and solutions for the inter-governmental sharing of services, equipment and facilities. A separate handout is being distributed tonight.
6. Website – Virtual Town Hall & Schools is scheduled for a demonstration with the Board for Monday, May 13th at 7 PM.
7. Government Building & Maintenance Projects – Electronic Securities Protection (ESP) will be here Friday mid-afternoon to take one last review of the Town Hall and to order all his supplies.
 - a. Library Roof – no bids were received – all those inquiring about the Town Office roof are being told of this roof bid as well and a separate sealed quote would be needed.
 - b. Clinton Grove Academy Roof – not out to bid yet, as the State has not formally approved our application signed in February. It was scheduled to be on the governors agenda for May 1st.
 - c. Town Office Roof – Bids are due back for Monday, May 13th for the Board to open
 - d. Town Hall Doors – Mandatory pre-bid meeting for Wednesday, May 15th @ 4 PM. Bids are due back for Monday, June 3rd.
8. Monthly Department Head/Staff meeting – April 17, 2013
9. Tax Bill Insert – distributed for discussion tonight