

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
April 8, 2013**

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

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Malcolm Wright, Heidi Wright, Justin DaCosta, Diane DaCosta, Jan Snyder

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

**Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 7:02 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**

**Chairman Clow moved, Selectman Leary seconded to come out of non public session @ 7:46 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0**

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

**DISCUSS CHANGES TO EAGLE SCOUT PROJECT** – Justin DaCosta told the Board that there are some changes to his Veterans Memorial Eagle Scout project. Originally he presented his project with dog tags. Justin said that his new concept is to replace the dog tags with 8 in x 8 in granite blocks engraved with the four main branches of the military to represent all the Veterans. The granite blocks will be suspended from the chains between the granite posts. There will be no names on the memorial. The granite posts are already in place and Justin will be adding the chains and the engraved blocks. He went to Swenson Granite and determined that each of the engraved blocks will cost \$297. It was discussed that if the intent is to honor all Veterans then the Coast Guard should also be included. Chairman Clow said that Justin's original proposal was to honor all those fallen and it has now being presented to honor all those who served. Chairman Clow suggested that he may want to think about having 6 granite blocks to keep it symmetrical and the 6<sup>th</sup> block could be engraved to honor all those who served. Vice Chairman Butt said that they won't accept the memorial unless there is a block for the Coast Guard as well. Justin said that eyelets will be drilled into each granite block to allow them to be hung on the chains. Chairman Clow explained that when looking at this and all projects they have to look at the fact that they are permanent. The Board would like an option other than the chains and would favor the granite blocks being attached to the granite posts. Justin will return to Swenson Granite to determine which option would be best and submit the information to the Board. The consensus of the Board is that the chains do not fit this application.

**EMERGENCY MANAGEMENT DISCUSSION** – Paul King is not available to discuss the specific qualifications of the Emergency Management Director position until the Selectmen's meeting of May 6<sup>th</sup>.

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**Chairman Clow moved, Selectman Lawton seconded to approve the minutes of April 1, 2013 as amended. Passed 4-0-0**

**ADMINISTRATIVE REPORT** – Town Administrator Bolton said that she sent information to the Board regarding websites from Hollis, Goffstown, and Portsmouth. She had a phone conversation with the gentleman who works on the City of Concord's website. He works with Civic Plus, which is a premier website costing about \$19,800 and \$3,000 per year for hosting, support, and upgrades. He would like to provide a quote to the Town of Weare. The three towns that do video streaming also have IT departments. Goffstown receives 40% of their \$275,000 franchise fees to run their cable channel. Vice Chairman Butt thinks there is an opportunity to have a collaborative position. Selectman Lawton said that he was impressed with Goffstown's website with a price of under \$5,000. The Board discussed that Town Administrator Bolton was able to update the minutes on the website, which buys them some time to explore website options. Vice Chairman Butt would like to have some presentations from different website providers regarding their capabilities. He said that they are probably looking at \$6,000-\$10,000 for the website and he would like to know where the money will come from. Selectman Lawton would like to have more information regarding the Goffstown website and who that consultant was and why he did not finish the website. Town Administrator Bolton will schedule some demonstrations.

Town Administrator Bolton and Christine Hague will be attending the SNHPC Municipal Sharing Grant Project, April 25, 2013 from 4 PM to 6 PM.

Three separate quotes for the Town Hall fire alarm system were received. There are currently no pull stations in the building. The estimate from the Electronic Security Protection Company from Manchester is for three pull stations on the first floor, outdoor horn and strobe, ten smoke detectors, one panel, and six heat detectors for a total price of \$7,302 to have it all done. The Electronic Security Protection Company is the same vendor and monitoring company utilized by the library and town office building. The Board feels the project should not go out to bid and that they should go with the same company. It was mentioned that there is approximately \$55,000-\$60,000 in the Mildred Hall Fund for the Town Hall.

**Selectman Lawton moved, Selectman Leary seconded to accept the bid from the Electronic Security Protection Company for \$7,032 for the fire alarm system for the Town Hall with the money to come from the Mildred Hall Town Hall Fund. Passed 4-0-0**

Town Administrator Bolton told the Board that there is a form letter that all communities that have campgrounds sign. Lauren Martin would like the Board to sign the letter. The law gives the town the authority and the right to assess the tax.

**Selectman Lawton moved, Selectman Leary seconded to give the Chairman permission to sign the Campground Letters from Avitar. Passed 4-0-0**

Chase Park Wetlands Application – Vice Chairman Butt said that they talked about a timeline as to when things need to get done before the water is raised in mid-May. Town Administrator Bolton will check with Mr. Redmond. He should be able to move on it once they get word from DES.

Police Policies and Procedures – Vice Chairman Butt would like to go back to the people who did the MRI and get recommendations from them regarding policies. The Board also needs to get a group together to look at shift schedules. Chairman Clow thinks that the high priority for policies would be the rest period requirement. MRI suggested 8 hours of rest after 16 hours of work. By consensus the Board agreed to reach out to MRI. Chairman Clow said that all Selectmen should review the MRI and they will discuss next week which policies to have the Town Administrator discuss with MRI. Chief Begin will be notified on the direction the Board is moving. Chairman Clow mentioned that they have Chief Begin a date to have the policies submitted to the Board.

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Vice Chairman Butt said that the performance evaluations need to be done and will be retroactive to April 1<sup>st</sup>. The Board will hold a non-public session at the end of their meeting on April 15<sup>th</sup> to discussion evaluations.

Vice Chairman Butt said that he looked up the association cited in Mr. Redmond letter's during the Board's last discussion of the Traffic Control Ordinance and they are a company that promotes details.

Selectman Leary mentioned that the Board did discuss contacting Alan Gould regarding the 20 hour shifts.

Vice Chairman Butt asked Jan Snyder about an \$11,000 voucher cut for Ambulance Billing to go into the Capital Reserve Fund. It was discussed that there is \$6,433 in the Capital Reserve. Vice Chairman Butt asked if anything has been done about the Fire Department vehicle. Town Administrator Bolton said that the water tank has been put on the Forestry truck and filled with water so now Chief Vezina is utilizing his own private vehicle. There could be \$15,000 in the Special Revenue Fund, but voter approval is needed to expend. Chairman Clow mentioned the possibility of the front end being done on the old fire chief car. Town Administrator Bolton said that Chief Vezina is currently looking for a vehicle, but she is not sure what his plan is. Vice Chairman Butt questioned the balance in the Police Detail Fund to cover vehicles and if they can give the Ford Explorer from the Police Department to the Fire Department and combine funds to purchase a vehicle for the Police Department.

**Chairman Clow moved, Selectman Leary 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; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Leary seconded to come out of non public session @ 9:16 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Chairman Clow – yes. Passed 4-0-0**

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

## ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary

**Administrative Report Topics for April 8, 2013 Board meeting:**

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1. Traffic Control Ordinance Discussion – A public hearing was held and tabled until April 15<sup>th</sup> for clarification from Public Works Director Redmond regarding his memo.
2. Town Hall Doors – Selectman Lacasse will be meeting with Sherry Burdick to go over the scope of work and then it will be put out to bid no later than April 1, 2013.
3. Emergency Management Director – Paul King will have discussion with Board on April 8<sup>th</sup>.
4. Mildred Hall Advisory Committee – This has been scheduled for the April 15<sup>th</sup> meeting.
5. Chase Park Wetlands Application – There is nothing further to report at this time. The application is at NHDES at this time.
6. Police Policies and Procedures – A reminder was sent to Chief Begin the Board is looking for the policies and procedures. The Chief responded that he hasn't had time yet and he will get the information to the Board as soon as he can.
7. Performance Evaluation Forms – have been distributed to Department Heads for input to be returned by the 15<sup>th</sup> of April.
8. SNHPC – Municipal Sharing Grant Project – Chris Hague and Naomi Bolton will attend the April meeting and bring back information to the Board.
9. Website – Quotes from Virtual Town Hall & Schools and GovOffice were received. A list of Towns and their respective websites has been compiled and forwarded to the Board. I have gathered information from Goffstown, Hollis and Portsmouth with regard to the video streaming. For discussion on April 8<sup>th</sup>.
10. Government Building & Maintenance Projects – The priorities for the 2013 year will be roofs and the fire alarm system at the Town Hall. RFP's are being reviewed. ESP has been contacted for a revised quote on an audible and visual quote for a fire alarm system, not addressable as was previously quoted.