

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
April 1, 2013**

**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:** Jim Blouin, Sgt. Joe Kelley

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

**DEPARTMENT HEAD AND COMMITTEE ITEMS**

**PARC Director Job Description Discussion** – The draft of the PARC Coordinator Job Description was submitted to the PARC Committee. Jim Blouin, Chairman of PARC, told the Board that the committee has not yet discussed the revised job description. Selectman Leary recommended that the Selectmen hold off until the PARC Committee can discuss the job description and provide input to the Selectmen. The Board assumed that PARC had already met and Mr. Blouin was bringing forth feedback to the Board from the Committee. Mr. Blouin will return on April 15<sup>th</sup> to meet with the Selectmen.

**TAX BILL NOTICE AND ELECTRONIC BILLING DISCUSSION** – Vice Chairman Butt explained that he reviewed the town website and the information that they provide to taxpayers consists of a single paragraph and does not explain abatements or tax credits. He found information regarding electronic billing and thinks that they should consider this option. It could save the town some money and provides another option for the taxpayers. There are some vehicle registrations renewals being sent electronically. He would like something in the tax bill informing the taxpayers that the option is available. Chairman Clow mentioned the privacy of the email addresses to ensure that are not used for advertising purposes. The intent of sending advertising out with the vehicle registration notices was to pay for the postage of sending the notices, but there will be no advertising sent out electronically. State law prohibits advertising being sent with tax bills. Vice Chairman Butt would like to start soliciting email addresses in the next tax bill for those that wish to receive their tax bill electronically in the fall.

Vice Chairman Butt said that they never deeded until this year and now that they are deeding the money that is owed to the town is no longer counted as revenue. The Board reviewed a sheet distributed by Vice Chairman Butt that provides information regarding the property tax billing process, delinquent taxes and tax deeding, tax abatements, deferrals, as well as tax exemption eligibility requirements and credits and abatements that are available. The sheet also identifies what the town's payment plan. He wants to have Town Administrator Bolton coordinate with the assessor and tax collector to put something together and see if it makes sense to include it in the tax bill. Chairman Clow mentioned including guidelines so that the payments are realistic. Vice Chairman Butt said that they need to take firm action against those defaulting on their payment plan and from this point forward payments needs to be realistic. The Board agreed to move forward. Vice Chairman Butt would like to send the information sheet in the next tax bill.

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**Chairman Clow opened the public hearing at 7:34 p.m.**

**PUBLIC HEARING: To hear public testimony and comment regarding the Town adopting the proposed Traffic Control in Construction Work Zones Ordinance**

**Chairman Clow closed the public hearing at 7:35 p.m.**

Chairman Clow said that he spoke with Chief Begin regarding the ordinance. Chief Begin was concerned that it would be up to the contractor to determine if a contractor or police would be required. The ordinance does not allow the contractor to make the decision. Vice Chairman Butt said it does allow the contractor to raise the level of control for those streets not listed as requiring a police officer.

A memo was submitted from Tim Redmond relating to the ordinance which states that “in the absence of a police detail, all crews performing work activities on Public Roads in the Town of Weare must have traffic control personnel to assist the motoring and pedestrian public with safe passage through the work area. This needs to be in accordance with accepted practice and standards outlined in the U.S. Department of Transportation Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD) for streets and highways 2009 Publication. Publications are available from the American Traffic Safety Services Association (ATSSA) at ATSSA.com. All worksites must have properly trained and certified flaggers in the work zones in the absence of Police Details. There are no exceptions to the rule allowed.”

The Board is questioning where the information submitted by Mr. Redmond originated from and tabled any decision until they have a discussion with Mr. Redmond on April 15<sup>th</sup>.

**MANIFESTS**

**Checks dated: March 28, 2013**

**Weekly Payroll \$45,047.26**

**Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated April 4, 2013. Passed 5-0-0**

**Accounts Payable \$774,798.45 (John Stark \$220,849 and Weare School \$350,000)**

**Gross Payrolls \$73,490.46 (Includes taxes, credit union, police detail)**

**\$6,913.75 (Per Diem)**

**\$2,645.47 (Fire Monthly)**

**TOTAL \$857,847.13**

**Also, to order the Treasurer to sign payroll checks dated April 11, 2013, 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, Selectman Leary seconded to approve the minutes of March 25, 2013 as printed. Passed 5-0-0**

**ADMINISTRATIVE REPORT**

Selectman Lacasse said that he has not met with Sherry Burdick regarding the Town Hall doors and hopes to do so by the end of the week

Town Administrator Bolton told the Board that she has not heard back from ESP on the Town Hall alarm system. She is looking to have it quoted for audible, visual, and electronic monitoring.

During budget season the max rate change quoted from LGC for health insurance was 6.17%. Town Administrator Bolton said that she is not going to have the Board sign the plan because she has to notify LGC that the contract for the Police Department was approved and the whole town will now be on the same plan.

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Town Administrator Bolton was invited to Primex for the Center for Public Sector Advancement Conference, which is an offering for recruitment and retention services. This will be a valuable service to enlist in moving along to select a Police Chief.

Town Administrator Bolton received an email from Paul King regarding the need to have someone attend the SNHPC meeting. Town Administrator Bolton attended the March 28<sup>th</sup> meeting on behalf of the town. The Town of Weare received a grant to receive three new LED emergency signs at no cost to the town. The signs are programmable and weatherproof. The signs will be delivered at the end of April. It is unknown how long Mr. King will be away and when he will be available to discuss the Emergency Management Director Position.

Chairman Clow said that he went on the websites with the video streaming and the videos are poor and it was hard to see the images, although the audio was good. The best of the three websites was the Town of Hollis website. Vice Chairman Butt is concerned with storing those videos and having them be considered as minutes of the meetings. He would like to know the cost and the capability.

The Board signed a gravel pit levy for Janet and Burt Brown.

Lauren Martin, Avitar Assessor, put together notices of intent to tax buildings on land of another for Cold Springs and Autumn Hills. The letters inform the campground owners that taxes would be assessed to them if not paid by the individual owners. The town has always taxed the individuals, but this indicates that if the private owners do not pay, the campground owners would be liable. The letter goes to the campground owners via certified mail. Vice Chairman Butt noted that at a previous Board meeting they did not want to put the burden on the campground owners. Chairman Clow is concerned with the process not being the same in all towns. The letter from Lauren Martin references State RSA 75:3 and says that if the campground owner has to pay the tax, they can put a lien on the individual's property. Town Administrator Bolton will speak with Lauren Martin and Wendy Rice for clarification.

**OTHER BUSINESS** – Vice Chairman Butt said that the purchase order system has been in place for 2-3 years and he read that a suggestion was made at a staff meeting that a meeting should be held between all department heads and the Selectmen regarding the purchasing policy. Vice Chairman Butt said that the department heads should use the system before. Town Administrator Bolton said that one department that orders parts frequently would like to get a blanket purchase order for small purchases. It was mentioned that the Police Department is assigning a purchase order number after the invoice is received, which is not the purpose. Vice Chairman Butt said that it is a question of control and it is to the department's advantage to use the system to be able to see the balance on their budget lines. Vice Chairman Butt wants the policy to be put in place, everyone to use it, and then voice their concerns. He said that if necessary they can notify all vendors that they are not to accept any orders without a purchase order. Chairman Clow said that there are people that are just not doing it and then people that are inconvenienced by small purchases. Selectman Lawton asked if the department heads are complaining because the process is too cumbersome. Town Administrator Bolton said yes, but that is coming from the department that is not using the procedure. Vice Chairman Butt would prefer not meeting with the department heads until after they use the system for 3-6 months.

Vice Chairman Butt mentioned reviews because they have to start thinking about the raises that the voters approved. He asked for the list that was printed out last year for non-union employees not including Library employees, but just the total going to the Library.

**Chairman Clow moved, Selectman Leary seconded to enter into non-public session @ 8:19 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**

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**Chairman Clow moved, Selectman Lacasse seconded to come out of non-public session @ 8:52 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 to seal and restrict the minutes of the non-public session pursuant to the authority granted in RSA 91-A:3 II; Selectman Lacasse seconded the motion. Passed 5-0-0.**

**ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary

***Administrative Report Topics for April 1, 2013 Board meeting:***

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1. Traffic Control Ordinance Discussion – A public hearing to adopt the ordinance has been scheduled for April 1<sup>st</sup> at 7:30 PM.
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 – Tabled as of 3-18-13
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. As of Friday, not all the information that was requested has been received, therefore this topic is not ready for a detailed discussion and will be done at the April 8<sup>th</sup> meeting.
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.
11. Department Head/Staff Meeting was held on March 27, 2013 – notes sent separately.