

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
March 4, 2013

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

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

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

**TRAFFIC CONTROL ORDINANCE DISCUSSION** – The Board reviewed the final draft of the Traffic Control Ordinance and discussed whether Section 4.2 regarding all flaggers using a STOP/SLOW paddle should also include “uniformed law enforcement officers.” Vice Chairman Butt thinks that uniformed law enforcement officers should be removed and is covered in the police department policies. The majority of the Board was in favor of leaving uniformed law enforcement officers in and the Board agreed to move the policy along to a public hearing. Town Administrator Bolton will schedule the public hearing for the first meeting in April.

**MANIFESTS**

**Chairman Clow moved, Selectman Leary seconded to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated March 7, 2013. Passed 4-0-0**

<b>Accounts Payable</b>	<b>\$372,587.30</b>	(John Stark \$250,000)
	<b>\$549.84</b>	(Postage checks for the mailers)
<b>Gross Payrolls</b>	<b>\$45,020.45</b>	(Includes taxes, credit union, police detail)
	<b>\$3,433.21</b>	(Monthly Fire)
	<b><u>\$6,605.14</u></b>	(EMT/Fire)
<b>TOTAL</b>	<b>\$428,194.94</b>	

**Also, to order the Treasurer to sign payroll checks dated March 14, 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 February 11, 2013 as printed. Passed 4-0-0**

Vice Chairman Butt would like to see the Town Administrator’s report attached to the minutes as a separate document and only include what was actually discussed from the report in the minutes.

**Chairman Clow moved, Selectman Leary seconded to approve the minutes of February 25, 2013 as amended. Passed 4-0-0**

**ADMINISTRATIVE REPORT** – The Board signed the amended budget that was submitted by the Finance Administrator.

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The Traffic Ordinance public hearing will be scheduled for April 1<sup>st</sup>.

Chief Vezina will attend the March 18<sup>th</sup> meeting of the Selectmen to discuss the Emergency Management Director position.

Two quotes were received to perform the cross section as requested by DES for the glass to be cleaned up at Horace Lake. Art Siciliano submitted a quote that stated \$550 plus or minus and Dahlberg Land Services submitted a quote for \$950-\$1,200, which specified the work to be performed. It was discussed that the bidders both received the specifications for the project. The information needs to be submitted to DES by March 24<sup>th</sup> and Chase Park will not be able to open until this gets resolved. DES had requested the cross section in order to issue a permit. Town Administrator Bolton will get a milestone and breakdown from Mr. Redmond. There is a PARC meeting tomorrow night and Selectman Leary will get information regarding when the lake will be raised. It was discussed that one bidder included the exact specifications and the other did not.

**Selectman Leary moved, Vice Chairman Butt seconded to accept the bid from Dahlberg Land Services for up to \$1,200 for survey field work at Chase Park with the funds to come from the Chase Park Repairs and Maintenance Capital Reserve Fund. Passed 4-0-0**

The Southern NH Planning Commission is looking for the Board to appoint two representatives from the town for the Municipal Sharing Grant. Town Administrator Bolton will make some phone calls to see if there is an interest.

Mr. Redmond will be posting weight limits on road on Friday, March 8<sup>th</sup>. The signs will be posted per the order of the Board of Selectmen.

The Board discussed Selectmen coverage for the polls. It was mentioned that voters will need to present identification.

Town Administrator Bolton has not received confirmation on whether the Deliberative Session was recorded, but is assuming that it was not. She knows of someone that did record it at their home and will check to see if they can use it to rebroadcast the Deliberative Session on the cable channel.

**CORRESPONDENCE** – Chairman Clow mentioned an email from the custodian regarding the elevator and a broken toilet. Town Administrator said that the toilet is used everyday and the elevator company will be out this week for the annual elevator inspection.

Chairman Clow mentioned correspondence for training through the state possibly regarding emergency management.

**OTHER BUSINESS** – Vice Chairman Butt commented on the minutes on the town website not being up to date and the fact that there is also information on the website that is outdated and should not be there. Town Administrator Bolton explained that Tina Connor has been trying to trouble shoot why they can't remove or upload information to the town website. The Front Page software is no longer supported and the town website has not been working since January. Mrs. Connor has found other software for \$300 that is more user friendly. Vice Chairman Butt said that the Board has not heard anything about there being trouble with the town website and he feels the Board should have been made aware that the town website is not usable. He said that they need to get someone in to build a website and they will need to transfer minutes that are archived. Vice Chairman Butt suggested that Town Administrator Bolton go to other town websites to see if they specify who designed their websites. The town should have a website that is capable of uploading the Town Report.

**Chairman Clow moved, Selectman Leary seconded to enter into non-public session @ 8:05 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**

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Chairman Clow moved, Vice Chairman Butt seconded to come out of non-public session @ 8:47 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 to seal and restrict the minutes of the non-public session pursuant to the authority granted in RSA 91-A:3 II; Selectman Lawton seconded the motion. Passed 4-0-0.

## ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary



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### ***Board of Selectmen***

*Thomas S. Clow, Chairman  
Richard W. Butt, Vice Chairman  
Keith R. Lacasse  
John C. Lawton  
James A. Leary*

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**Naomi L. Bolton, Town Administrator**

**Administrative Report Topics for March 4, 2013 Board meeting:**

1. Traffic Control Ordinance Discussion – on agenda for tonight. Changes from last Monday evening were made and distributed. A public hearing will be scheduled for April 1 or April 15<sup>th</sup>.
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 – on agenda for tonight
4. Mildred Hall Advisory Committee – This will be an agenda item for April of 2013
5. General John Stark Scenic Byway Weare Representative – vacancy that needs to be filled
6. Chase Park Wetlands Application – waiting on quotes for cross section
7. Police Policies and Procedures – Chief Begin to forward the four policies that were established at the Feb. 25<sup>th</sup> meeting by the end of March.
8. Performance Evaluation Forms – have been distributed to Department Heads for input to be returned by the 15<sup>th</sup> of April.
9. Town Reports arrived on Thursday, February 28<sup>th</sup> and put out in the Town Clerk's Office, Library, Safety Complex, Post Office and lobby of the Town Office for people to pick up. Town Mailer will be delivered to the Post Office on Wednesday afternoon March 6<sup>th</sup> to be mailed, Thursday morning.
10. Coffee hour 6-7 PM and Call-in 7-8 PM on Monday, March 11<sup>th</sup> with coffee and refreshments available. All department heads and staff have been made invited to attend.
11. Town Meeting is Tuesday, March 12<sup>th</sup> and the Board needs to work out coverage at the polls from 7 AM to 7 PM. Identification will be required to be shown to vote.
12. SNHPC – Municipal Sharing Grant Project – need to have 2 representative appointed by the end of March.
13. Public Works Director Tim Redmond wanted the Board to know that he will be posting the roads for weight restrictions on Friday, March 8<sup>th</sup>.