

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 20, 2006

PRESENT: LEON METHOT, CHAIRMAN; HELEEN KURK, VICE CHAIRMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN; THOMAS CLOW, SELECTMAN

TOWN ADMINISTRATOR:

RECORDING SECRETARY: Cherry Palmisano

GUESTS: George Malette, D. Hewey Sr., Dick Butt, William Tiffany, Frank Campana, Chief Gregory Begin, Carl Knapp, Bradford MaCauley

6:32 Vice Chairman Methot called the meeting to order.

1. PUBLIC PARTICIPATION – Mr. George Malette thought it would be interesting to look at the voting results and thought this would tell us something about the voters of Weare. Mr. Malette said there were 1,738 residents who voted. Mr. Malette reviewed the 10 ten articles with the greatest number of yes votes: 1) Code of Ethics, 2) town parcels, 3) road reconstruction - valuable to the town and tells us about Weare, 4) hazardous waste, 5) verbage for wetlands - 3 issues which directly relate to the conservation, 6) buffer strip in industrial, 7) existing building on non conforming lot will not have to go before the ZBA, 8) windows at library, 9) definition of residential home, 10) buffer strip in a commercial district.

Mr. Malette broke down the greatest number of no votes 1) for cost of services study, 2) paving of Bolton field road, 3) 5 acre 300 ft frontage, 4) government building and maintenance and employee retirement, 5) code enforcement vehicle.

Mr. Malette broke down the articles with the greatest amount of participation 1) full time police officers, 2) Pine Hill, 3) 5 acres with 300 ft frontage, 4) CIP, 5) household hazardous waste

Mr. Malette said the greatest amount of people did not vote for the articles without a complete description. Mr. Malette recommends making sure there is enough information for the voters at the polls when voting. Vice Chairman Kurk mentioned some people did not receive their sample ballots. Mr. Malette suggested having information available at the polls.

2. DEPARTMENT HEAD – Mr. Carl Knapp said now that we have past the vote he has items which need to go out to bid, crusher, road reconstruction, trash trailer, truck chassis, plow equipment that goes with the chassis, will all be going out shortly for bid as well. Vice Chairman Kurk asked about the grader. Mr. Knapp said he parked it out back because he does not have the money to fix it because it has serious rear end problems. Chairman Methot said they need to have a meeting with other department heads to see where they can pull the money from. Mr. Knapp said the 1991 grader has 10,000 hours and has seen use but says it still has life in it for 3-4 years after it gets fixed. It was discussed the trucks usually have 10,000 hours when they start to need major component repair. Selectman Fiala said through the budget process the thing that bothered him the most was the

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cuts in vehicle maintenance. The amount they have per unit is really slim and you need to hope that nothing breaks said Mr. Knapp.

Mr. Knapp spoke regarding the truck plow equipment and told the Board they have 5 trucks in the fleet that have Tenco equipment which in the past have had the lowest bid. Mr. Knapp would like to see them being used in the future and would like the Board to waive going out to bid on that product. Mr. Knapp said the last time they went with a different vendor they were not happy with the product. Vice Chairman Kurk said she is worried about not following the bid process. Mr. Knapp said he has the bid specs on his desk and it is exact to the one he needs bids for now. Mr. Knapp said he firmly believes in the bid process but would like this one to go to Tenco. Mr. Knapp said there are only 2 companies who can give them this product and the other company uses aluminum instead of stainless steel.

Chief Begin informed the Board since voting he has signed a contract for air conditioning and the generator, purchased 14x20 ft shed which will store the radar trailer for the winter, RFP for security cameras. Chief Begin has an ad in the paper with applications being due March 21. If the applicants for the police officer openings are certified they would like to have the midnight shift running by mid June, if they need training it will be November. Chief Begin informed the Board he purchased a shadow box with memorabilia from the Wheldon Family in honor of Red. Vice Chairman Kurk asked about the shed. Chief Begin told the Board he spoke with DOC and they will be delivery 2 sections 7x10 each of the shed and put them together on site, this will cost \$3,200 - \$4,000. Chief Begin said this option is open to the public at cost plus 10%.

Mr. William Tiffany informed the Board he went with Chief Richards and found a replacement car for the old Chief's car. Mr. Tiffany said prior to the town vote Chief Richards was surfing the web and looking for different deals within the price range. Since the article has been passed they went to 4 different dealerships and looked around and came up with a 2003 Ford Taurus from Auto Fair Honda which had just been traded in. Mr. Tiffany said the vehicle still has a 12,000 mile power train warranty left, is very clean, no rust and has 48,255 miles. This is the best car they could find with the money they had to work with. The sales manager is holding the vehicle until Tuesday morning. Mr. Tiffany said Sharon DeStefano brought a purchase order over to the BOS before noon today. The price for the red, v6, automatic Ford Taurus is \$9,923.00. Chairman Methot said the vehicle should suit the needs.

3. SWEARING IN OF ELECTED OFFICIALS – Ms. Evelyn Connor swore in Susan Morin for Library Trustee and Bradford Macauley for Board of Fire Wards..

Ms. Connor swore in Thomas Clow and Leon Methot as Selectman of the Town of Weare.

Ms. Connor thanked all the voters and said it was a little above average turnout. Ms. Connor reminded everyone it is dog licensing time. There will be a rabies clinic on April 5 from 5:30- 6:30 at the Town Hall by Dr. Dutton. Only dogs and cats will be given shots and the cost is \$10.00. The Town Office will be open that evening until 7 p.m. for anyone who wishes to come and license their pet.

Selectman Kurk discussed with the Board the need to elect a Chairman.

Selectman Kurk moved, Selectman Fiala seconded to nominate Vice Chairman Methot for Chairman. Passed 4-0-1 Selectman Methot abstained.

Selectman Fiala moved, Chairman Methot seconded to nominate Selectman Kurk for Vice Chairman. Passed 4-0-1 Selectman Kurk abstained.

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Vice Chairman Kurk went over the standards for the Board of Selectman and proposed the Board follow the following rules:

In order to conduct successful Selectman's meetings and model good town government, as well as show respect to each other and the citizens of Weare, we adopt the following guidelines to appropriate behavioral expectations and parliamentary procedures and practices.

1. A Standard for Decorum – At meetings of this Board, no one shall use inappropriate or defamatory language, engage in gratuitous personal attacks, badger, berate, demean or insult another through sarcasm or in any other way. These rules of decorum apply to board members, town officials and employees and members of the public when addressing the Board.
2. Parliamentary Procedure – When necessary, the Board will conduct its business using parliamentary procedure as set forth in Garfield-Jones, Parliamentary Procedure at a Glance. Under these rules, all decisions by the Board must be made by a motion that receives a majority votes. A board member must be recognized by the Chair to make his/her motion which must be seconded before it can be discussed.
3. The Role of the Chair – The Chair is responsible for seeing proper decorum is maintained. The Chair should rule out of order in the middle of a statement anyone who violates the rules of decorum. This should be done gently at first. If it is done a second time, the speaker should immediately be ruled out of order and not be permitted to continue with his/her remarks. If the speaker insists on continuing, he/she should be required to leave the room.

In running the meeting, the Chair use parliamentary procedure as a guideline, not a legally binding requirement. If one wishes to talk, discuss, make a motion, etc., he/she must first seek and obtain the Chair's permission. This applies to everyone. The purpose is to conduct an orderly, efficient meeting.

A good Chair will both set the pace of the meeting and sense the position of the Board. The Chair may choose not to follow parliamentary procedure if he/she feels there is consensus to act. Examples: approval of minutes "without objection;" moving on to the next agenda item where no motion is made after a general discussion of a topic; setting up a unique procedure for a unique matter, such as the budget.

4. The Agenda – The Board's *agenda* should be divided into the following sections:
 - Opening
 - Public participation
 - Old business – Includes items of business from prior meetings on which decisions have yet to be reach and items that have been laid on the table. Each item must carry its unique number, date and brief description of its nature.
 - New business – Each item must carry a unique number, date and brief description of its nature.
 - Approval of minutes – Each set must be listed separately with its date
 - Other business – Includes items that come up after the agenda is set and require Board action immediately, as well as information items
 - Adjournment

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Nonpublic sessions may be placed on the agenda wherever appropriate and should state the nature of the subject matter (i.e., personnel matter, consultation with counsel, etc.)

Any Selectman may propose an agenda item, but it is the responsibility of the Chair to determine the order of items on the agenda and, if he/she wishes, to establish time limits to deal with each item.

Vice Chairman Kurk moved, Selectman Osborne seconded to adopt these standards for the Board of Selectman for 2006-2007. Passed 5-0-0.

Chairman Methot moved, Vice Chairman Kurk seconded to authorize the purchase of the 2003 Ford Taurus for \$9,923. Passed 5-0-0.

Mr. Tiffany said they will use other funds in their budget for the radio equipment installation. Selectman Fiala said he has faith in the Fire Department and their decision. Vice Chairman Kurk said she asked Chief Richards about the extended warranty and they agreed not to purchase the extended warranty.

4. MANIFESTS

Chairman Methot moved, Vice Chairman Kurk seconded, to authorize the Board of Selectman to sign Manifest and order the Treasurer to sign checks dated March 23, 2006. Passed 5-0-0.

Accounts payable	\$247,712.71
Gross Payrolls	<u>\$32,509.37</u>
Total	\$280,222.08

Vice Chairman Kurk asked if the fire vehicle will be listed on a separate manifest. Chairman Methot said it was included in this manifest.

Chairman Methot referred to the School Board meeting minutes, particularly the portion which said items need to be removed by the owner of the skateboard park and the dug outs. Mr. Knapp said the skateboard park will have to be stored somewhere. Vice Chairman Kurk asked if it was in the future plan. Mr. Knapp said yes, in 2 years. It was discussed the kids will not be happy. Selectman Fiala said he had been talking with kids and possibly having the equipment replaced if they raise enough money to replace it. Mr. Knapp said they have ample places to store it and it will have to be removed within the next month. Vice Chairman Kurk said the kids of town will need to be notified of the removal. Chairman Methot suggested it be moved to Bolton field. Mr. Knapp said if you are going to set it up you need to set it up right. Selectman Clow said the kids will really miss this for 2 years and asked if it is practical to find a place to set it up for 2 years. Mr. Knapp said some of the pieces are cemented down and some are not. Selectman Fiala mentioned possibly pouring a pad down at Center Woods to set up the skate board park. Chairman Methot said they can take it up with the School Board on the 28th at the meeting. WAC will need to be contacted to remove the dugouts. The School Board wants to break ground the first week of April. Chairman Methot asked Mr. Knapp how the town well was going. Mr. Knapp said the old fire station can not come down until the new well is hooked up. Vice Chairman Kurk mentioned the dugouts and things related to it need to be taken care of. Mr. Knapp said it is his understanding he was responsible for the skate board park.

Mr. Knapp said the items discussed at the meeting which they are responsible for is the removal of the skateboard park and the driveway permits which still have not been issued and they need this permit. Mr. Knapp said the first thing they need to do is put up their construction fencing and put in place a temporary driveway permit. Chairman Methot said he heard from Matt Thomas all the construction equipment and trailers

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will be set up down by the old fire station. Fencing will need to be put up. Water suppression plan will need to be discussed with Chief Richards. Mr. Knapp discussed sewer permits and ground water discharge permit. Mr. Knapp said the biggest issue at this time is there is a lot of fluoride in the water, actually too much and it will need to be treated. Mr. Knapp said 3,000 lbs of salt a month will need to go into the well to treat the water and the salt can not go into the sewer system. Mr. Knapp said they will have to come up with a different plan and until they have it worked out he cannot approve it.

Mr. Knapp said the generator is finally running at the sewer plant.

Mr. Knapp said those were the issues Chip Meany and him discussed at the meeting. They will discuss all the issues at the meeting on March 28.

Mr. Knapp mentioned there will be no household hazardous waste collection in the spring but they will only hold the fall collection day. Vice Chairman Kurk asked Mr. Knapp to have this announced on the cable channel.

Mr. Tiffany said while they are talking about the construction of the school he would like to talk about fire works. He said the only place they could have it would be the back athletic field. Based on the plan he saw he thought there would be construction trailers in the way. Mr. Tiffany said he needs to have 200 ft away from the crowd. Mr. Tiffany will research information on the 200 ft from the construction trailers. Bolton Field, CWES, and John Stark were other locations discussed as possible options to hold the fireworks. Chairman Methot will check with the SAU about holding them at John Stark.

Vice Chairman Kurk would like to have a discussion regarding the Right-to-Know. Terry Knowles who is knowledgeable and works at the Attorney General's office was asked, as a resident of Weare, if she would help the BOS set up a system and will come before the Board at the next meeting.

Vice Chairman Kurk said the Board needs to set goals and a system for meeting the goals. They have a responsibility to PARC to have a work session and finish up the work with them.

Chairman Methot will work on a system for volunteers and an appointing policy.

Vice Chairman Kurk said they need to review policies they have and update them because she has a problem with a policy that cannot be upheld.

Vice Chairman Kurk asked the Board to bring forth their goals for the year at the next meeting.

Selectman Osborne informed the Board Tina Pelletier needs some things fixed in the personnel policy and they will be meeting with Benefit Review.

Vice Chairman Kurk reminded the Board how in the past they scheduled meetings with Department Heads and Committee Chairs so information flows back and forth. Vice Chairman Kurk would like to see this continue and meet with each Department or Committee Head at least 4 times a year.

Chairman Methot said he would like the Board to continue with every other Monday night unless it falls on a holiday and then they would meet on Tuesday or Wednesday. Vice Chairman Kurk would like it posted for the whole year.

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Vice Chairman Kurk would like to make a request to get budget printouts at the beginning of each month as well as the treasurer's report. Chairman Methot said he would have to check with Tina Pelletier because apparently they did not purchase the whole budget package. Vice Chairman Kurk feels they can work more efficiently if they get these things.

Vice Chairman Kurk told the Board they had 4 coffee hours this year and would like to schedule these in advance for the year. Selectman Fiala will make up the schedule. The Board discussed Saturday mornings work well.

Vice Chairman Kurk said communication is still an issue and she would like everyone to think on how to improve communication to the public.

Vice Chairman Kurk said she would like all Selectman to think about what committee they would like to be on and have a discussion at the next meeting.

Vice Chairman Kurk said they need to have a discussion about the Town Administrator.

5. PLAQUE PRESENTATION TO EMPLOYEE WITH 30YRS OF SERVICE – Mr. Knapp thanked everyone in attendance to honor Randall K. Dearborn for 30 years of service to the town of Weare in the Highway Department. Mr. Knapp thanked Mr. Dearborn for all his years of service and presented him with a plaque.

Chairman Methot moved, Vice Chairman Kurk seconded to appoint Paul Marsh and Terry Wrzeszcz as alternate Library Trustees. Passed 5-0-0.

Chairman Methot moved, Selectman Osborne seconded to appoint George Malette from alternate to full time member of the Planning Board to expire in 2008, Carl Knapp as an alternate, Neal Kurk as a new alternate. Passed 5-0-1. Vice Chairman Kurk abstained.

Chairman Methot moved, Vice Chairman Kurk seconded to reappoint Paul Morin as the representative to the Southern New Hampshire Planning Commission for 1 year. Passed 5-0-0.

6. OPEN SEALED BIDS FOR CABLE STUDIO EQUIPMENT – Chairman Methot said the cable committee and the BOS got together and formulated the bids and they received 2 bids. The first bid was from Integrisys with a bid price of \$17,369.00. The second bid was from Access AV from Concord with a bid price of \$15,767.00. Chairman Methot said everything will need to be verified to see if it is included in the bid. Chairman Methot gave the bids to Will Ottery for review and then the Cable Committee will make their recommendation to the Board.

Chairman Methot mentioned the temporary Town Administrator has gone missing; and the TA Search Committee is meeting with 3 candidates and hopes to present candidates to the Board.

The Board discussed the need for the part-time Building Department Secretary and said Diane Lamb is filling in and training.

Vice Chairman Kurk said they still need to have a discussion on the Town Administrator and they need to get a plan in place. Chief Begin said Merry Rice can call him at the Police Station. Chairman Methot said he could try to accommodate some time. Vice Chairman Kurk said she could fill in some time but is unsure of what she

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would do to make things better. Selectman Fiala asked if Ms. Rice could look to Naomi Bolton. Chairman Methot said he could stop in for 45 minutes every morning and suggested all Board members stop by temporarily to see how they can help. Selectman Clow said he could help but wants to be reasonable; he can only help with what he knows. Chairman Methot said if the Board has no objection he would like to attend the staff meeting.

Vice Chairman Kurk asked about the Code Enforcement Vehicle. It was discussed Mr. Meany received a quote from the state for an AWD vehicle and the policy is if the state purchased the vehicle then it already went to bid and it doesn't have to go out again. The radio, beacon light, and tool box were not included and will need to be installed.

Chairman Methot moved, Vice Chairman Kurk seconded to authorize the purchase of a vehicle for the Building Department with Talarico through the state bid process for \$19,925. Passed 5-0-0.

Chairman Methot asked Chief Begin if he had set up a meeting with the Health Insurance Company. Chief Begin said there are 2 back to back sessions scheduled for March 29th at 10:00 a.m. and noon. One session will take place at the Town Office and the other at the Safety Complex, Chief Begin will provide further information.

Selectman Osborne informed the Board the Cable Committee has requested Tina Pelletier set up a web site for questions and answers regarding the public access channel (i.e., what people watch, what they would like to see on the cable channel, and any difficulties they are having with the cable channel).

7. ADMINISTRATIVE REPORT

Chairman Methot moved, Selectman Fiala seconded, to enter into nonpublic session @ 8:32 p.m. pursuant to the authority granted in RSA 91-A:3II(e). A roll call vote was taken. Selectman Clow - yes; Selectman Osborne - yes; Vice Chairman Kurk - yes; Selectman Fiala - yes; Chairman Methot - yes. Passed 5-0-0.

8. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary