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WEARE BOARD OF SELECTMEN
MEETING MINUTES
August 4, 2008

PRESENT: TOM CLOW, CHAIRMAN; WENDY CLARK, VICE CHAIRMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Chris Rivers, George Malette, Gregory Begin, Mike Stafford,

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

PUBLIC COMMENT – Mr. George Malette said he knows the Board values communication and commented on the new wording of the Right to Know Law and changes to wording regarding emails. Mr. Malette asked if the state sends out information so everyone can be educated all the information. Mr. Fred Ventresco said the LGC has not sent anything out at this point, he does have information from the county although not completely detailed. Mr. Ventresco said at this point is probably best to review the RSA and the amendment to it. There are some minor things that deal with minutes in electronic form or communication with board members via email. Mr. Malette said he knows a notice did not go out to all committees informing them of the change to 5 business days to report minutes. Chairman Clow said that in fact loosened the timeframe for minutes to be due. Mr. Malette said the Right to Know just changed wording. He knows the BOS has discussed this, but it would be nice if they informed all committees. Chairman Clow said Primex put on a work session a few weeks ago and they focused on changes on the email policy, he agrees they need a consolidated version to give to the public. Chairman Clow wants to assure the public that emails between Board members are strictly informational and not used for discussion purposes. Mr. Malette said once voted into a policy it would be valuable to distribute the information to the employees and committees. Mr. Malette said it would also be helpful to distribute the revised purchasing policy to update all employees and committees. Mr. Ventresco said it was sent out to department heads and committee chairs and said it was also sent out during its formation for comments.

DEPARTMENT HEADS – Chief Begin asked the Board to change Josh Lussier from part time to full time to fill because of the resignation of Officer Shortt, effective August 22, 2008. Chief Begin said Officer Lussier has with the department part time since this winter. He has finished the part time academy and will probably attend the full time academy in January. There will be a wage increase but it will be less than Officer Shortt's wage.

Chairman Clow moved, Selectman Lacasse seconded to approve Officer Josh Lussier be hire full time effective August 22, 2008. Passed 3-0-0

Chief Begin said the department has spent \$600 for copier parts and he has compared prices with Northern Business Machine, Integrated Office Supplies and Type Master Services (they currently have) to lease a copier. Type Master and Integrated told them they would bill them once a month for lease and maintenance. Chief Begin recommends going with Integrated or Type Master Services 35 copies per minute/Toshiba 24,000 copies used on it now and they will give him an annual service contract as if it was new. Toner is included in both contracts. Chief Begin feels paying the lease and the monthly maintenance will save them money in the long run. Chief Begin said it is up to the Board to decide if they want a new machine or a used machine. He recommends the used machine through Type Master with a 4 year lease and \$562 for annual maintenance agreement. Chief Begin

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is unsure if Type Master will divide the annual maintenance monthly for billing. Vice Chairman Clark asked if he wanted to go with Type Master because of service. Chief Begin knows the machine is quality and their service is good and overall it will be cheaper to stay with Type Master.

Vice Chairman Clark moved, Chairman Clow seconded to allow the Police Department to lease a used Toshiba E-350 copier from Type Master Service Inc. not to exceed \$56.51 per month and \$562.50 per year.

Selectman Lacasse commented on the Board approving an upfront payment of \$20,000 to the roofing company to purchase the copper roofing for the Stone Building while he was on vacation. Selectman Lacasse feels this should never be done, the contractor can always ask, but upfront expenditures should never be approved. This is a cost for the contractor due to business and should not have been approved. Selectman Lacasse said he will sign the Manifest but will not sign the payment to the roofing company to purchase material upfront. Mr. Ventresco said the contract has already been signed. It was discussed that the contract does state getting paid up front for this material. Mr. Ventresco said the bottom line is that the contract is signed. Vice Chairman Clark said she hasn't always voted in favor for items, but if the majority of the Board votes for it and it goes forward she has signed the Manifest but has left notes stating she didn't agree with a particular item. Chairman Clow said as far as Board decisions go, he feels if they work as a team and the majority of the Board makes a decision it is up to everyone to handle the approval and he feels they need to stand behind the majority. Chairman Clow said they have to look at it being a contract and has already been signed. Vice Chairman Clark said her concern originally was with the whole project, not just paying upfront. Vice Chairman Clark is unsure if there is a legal answer. She does not have a problem with the payment now, because it was agreed to by a majority vote. Mr. Ventresco said the contract has been signed. Selectman Lacasse said it was a bad thing to agree to, but it has been approved. Selectman Lacasse said in the future this practice should never be repeated. Selectman Lacasse said never in any construction project do you pay upfront. Mr. Ventresco commented that the copper situation and the volatility of the market might have played a part in this situation.

MANIFESTS

Chairman Clow moved, Vice Chairman Clark seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated August 7, 2008. Passed 3-0-0

Accounts payable	\$488,079.88	(includes John Stark School and Weare School)
Forest Fire Payroll	\$423.17	
Gross Payrolls	<u>\$47,424.03</u>	(includes Credit Union, Taxes)
Total	\$535,927.08	

WEARE ATHLETIC CLUB – Proposal to donate concession stand and storage facility at Bolton Field.

Mr. Mike Stafford, Weare Athletic Club, informed the Board they are proposing to put a concession stand as designed in the Master Plan, mid stripe on the soccer field. Mr. Stafford mentioned that it would be similar to the concession stand being built by the Football Association on the football field. Chairman Clow said because it is a gift to the town they will need an estimated cost and they will have to hold a public hearing to accept the donation. Chairman Clow said what they did with the Football Association was work off of a price of not more than for an amount. Mr. Stafford said he is sure it will not be more than \$10,000. Mr. Stafford said they spoke with Mr. Chip Meany regarding their plans. Mr. Stafford said this stand would be used by the Weare Athletic Club for concession and storage of equipment. It was discussed Mr. Chris Rivers will be doing the work. The stand will be a one story, 12x32 building with a closed off concession area as well as storage and rooms for future enhancements. There will be a deck with a ramp to sell the concessions. Mr. Stafford said they are allowing for future usage with the framing. There will be a sliding barn door on the front. Chairman Clow asked if there was a second way for the concession volunteers to exit. Mr. Stafford said there will be another door. Mr. Stafford said it will match with other structures at Bolton Field; T111 and shingled roofing. It was mentioned that 3tab 30 year shingles will be used on the football concession stand. Mr. Stafford said they want it large enough

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for future use, with expectations of electrical and plumbing in the future. Mr. Stafford said they are preparing for the future in case they want to build a second story on the building.

Mr. Stafford told the Board this concession stand will add functionality and value to Bolton Field. Mr. Stafford said the WAC has agreed to take care of future maintenance and this project will be self-funded. They are looking to the Board for the next step. Chairman Clow asked about the foundation. Mr. Rivers said it will be on pressure treated decks. Selectman Lacasse said it would be nice to have input from the Building Committee and PARC. Selectman Lacasse wants to make sure the placement is in line with the master plan. Mr. Stafford said it will be mid line of the soccer field. Selectman Lacasse asked about being able to use the Football Association concession stand. Mr. Stafford said he is unsure of the usage, but because of the location and storage needs the WAC would like the additional concession stand. Selectman Lacasse said as long as this has been discussed with PARC. Vice Chairman Clark said the master plan actually called for 3 concession stands at Bolton Field. Chairman Clow commented that the concession stand is conveniently located to the soccer fields. Chairman Clow said touching base with the Building Committee and the Building Inspector so they could hear the plans and could give input would be beneficial. Vice Chairman Clark would be interested in the annual up keeping cost going forward. Mr. Stafford said he will get the information. The Building Committee meets next Tuesday at 5:00 p.m. Mr. Ventresco said the public hearing would have to be scheduled September 1st or 2nd in order to post it in the paper. Selectman Lacasse suggested before they go before the Building Committee to have all their information ready.

APPOINTMENT – Chairman Clow said this came before them but it was not signed by the Chair of the Planning Board.

Chairman Clow moved, Vice Chairman Clark seconded to appoint Dani-Jean Stuart as alternate on the Planning Board. Passed 3-0-0

Ms. Stuart said she has come from many years of serving on Londonderry's Planning Board. She wants to find ways to help shape the future of the community and feels planning is a good place to start. She would like to realistically see what businesses they can get to come to Weare. Ms. Stuart would like to shapely change and manage change for people to stay within town to make a living. Ms. Stuart is very enthusiastic about the opportunity to serve on the Weare Planning Board. Selectman Lacasse is impressed with Ms. Stuart coming before the Board expressing her views and ideas for the town. Selectman Lacasse said they usually get volunteer forms and sign them and pass them through. Ms. Stuart said she believes there are ways to shape things without hindering things that are good for the community.

FIRE ENGINEER – Chairman Clow stated he wanted this as a separate agenda item for the public.

Mr. Ventresco asked the Board if they reviewed the most recent Fire Engineer's letter. Mr. Ventresco said they do need to get a plan to the Fire Marshall and said he would like to get the Building Committees input. Mr. Ventresco said the Fire Chief reviewed it as well and just questioned some timelines. Mr. Ventresco said Chip Meany said it was good. After the Building Committee reviews it he would like to get it off to the Fire Marshall. Mr. Ventresco said the electrician is on vacation for 2 weeks. He has 2 estimates for the fire alarm systems; the third company came in to review what needed to be done but has not given him an estimate. Mr. Ventresco said the Fire Engineer said the fire alarm system is a great step. Selectman Lacasse would like to review the quotes to review them for code requirements. Mr. Ventresco said all the companies are licensed and know there will be a guarantee that they will be up to code. Chairman Clow suggested giving the 3rd company a deadline for their proposal. Mr. Ventresco said he has already waited quite some time for their proposal. Chairman Clow said he felt the letter from the Fire Engineer was very clear but is unclear of the timelines. Mr. Ventresco said he will get it to the Building Committee for their meeting next Tuesday, then move it through them and if there aren't any issues then pass it to the Fire Marshall. Mr. Ventresco said the issue was they didn't want to commit to something they weren't able to do.

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Chairman Clow said this may be a year to look at CIP differently and mentioned that the BOS really hasn't made proposals; they reviewed proposals from other groups. Chairman Clow said they know they have these safety issues before them and maybe they should look at it more proactively and be more directly involved in submitting CIP proposals themselves. Vice Chairman Clark asked if it would be the Board going to each committee and asking what they have for concerns. Chairman Clow said Chief Richards was concerned with a security system. Chairman Clow said they should be more proactive in giving direction so that things don't slip through the cracks. Mr. Ventresco said he forwarded CIP forms to the Building Committee for input. Mr. Ventresco said he was thinking everyone should get together to prioritize all the building needs brought forth by the department heads. Selectman Lacasse asked if department heads report their building needs to the Building Committee. The needs go directly to the BOS. Mr. Ventresco said this will be the second year the Building Committee is involved.

Mr. Malette said one thing that would be helpful when it comes to the Fire Marshalls issues with this building is to know where the money will come from. They need to know what is available to make decisions on what can be done. Mr. Malette commented that getting some electrical work done, then the fire alarm system and then all electrical work completed, will depilate all the money they have. Then fire rated foams and caulking to seal all the air leaks between rooms and hallways needs to be done and he thinks that is as far as they can get financially. Mr. Malette said he will get the information to the Building Committee for their meeting. Mr. Malette said these were all maintenance items and did not meet the criteria for CIP items.

Vice Chairman Clark asked about Capital Improvements and the definitions, does Weare have a definition of what meets Capital Improvements. Selectman Kurk has a list Mr. Malette said. Mr. Ventresco said it usually means something that is long term and is usually structural. Mr. Malette said it was explained to them that it is based on projects. Chairman Clow said the separate warrant article for maintaining buildings passed and gave people more knowledge of where their money is going. Chairman Clow said they are deeply involved in specifying the needs of the town's buildings.

ADMINISTRATIVE REPORT – Mr. Ventresco informed the Board they have the complete audit. Mr. Ventresco said he sent the Board some financials today and informed the Board the bottom line is a little below what it should be.

Mr. Ventresco told the Board he spoke with Mr. Mark Reade again regarding the warranty on the paint job for the Stone Building. Mr. Reade said he could not give a warranty on the \$2,700 paint project. Mr. Ventresco said the Board asked about getting a warranty about the rust coming through. Mr. Ventresco commented that Mr. Reade stated people around town know his work. Mr. Ventresco said the painting will be done after the other projects will be done, the rust removal and primer would be done first. Chairman Clow said he knows the person does quality work and stated he was personally fine with going through with the project. It was discussed the trim is pressed ornate shaped steel. Selectman Lacasse said the prep work is not clear in the proposal. Selectman Lacasse will email Mr. Ventresco a list of the steps that need to be taken when painting on galvanized steel. The agreement has not been signed. They will include the specs in the painting contract.

Mr. Ventresco said the Mildred Hall Committee has a recommendation from the fund; this will be put on a future agenda.

Mr. Ventresco said they received the official notice from the Police Union that it is time to bargain. Mr. Ventresco said last time certain members of the Board were picked to be in on the bargaining.

Mr. Ventresco informed the Board Mr. Peter Buono has resigned from the CERT committee and they will be holding a meeting soon to recommend someone. Chairman Clow would like to have a letter drafted from the Board to Mr. Buono showing their appreciation for his service.

OTHER BUSINESS – The Board discussed the complaint brought forth against for the Transfer Station about the closing time. Mr. Ventresco commented that Mr. Carl Knapp will come before the Board with a recommendation. Chairman Clow said they need to be careful at the time they close the gates. Vice Chairman

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Clark does not really care what the hours are, but she wants the public needs meet and there cannot be overtime. It was discussed the hours need to be consistent. Mr. Ventresco said he has been receiving complaints about the closing time of the Transfer Station.

Chairman Clow commented on receiving information regarding training work shops from NH Department of State.

Selectman Lacasse asked about the appropriateness of questioning volunteers to serve on committees. Vice Chairman Clark said they have never really had a volunteer come before them with their ideas. Selectman Lacasse feels it is appropriate to question volunteers that have authority in decision making for the town. He wonders what would happen if they were to disagree with someone's agenda; can they disagree with appointing them. Chairman Clow said if they are going to be fussy about who serves on what committee then they need to have some criteria. It is hard to say no to anyone because there are not a lot of people offering to volunteer and they already have many empty slots on committees. Selectman Lacasse said he would be interested in the volunteer's agenda for a committee. Vice Chairman Clark commented that she has voted against someone on a committee because they serve on multiple committees that overlap. This discussion will be put on a future agenda. Chairman Clow said having a volunteer come before the Board is a good idea if for nothing else just to meet them. Mr. Ventresco said a lot of towns advertise openings in their committees. Mr. Ventresco said some are posted on the town website. It should be posted on the cable access channel as well.

Chairman Clow moved, Selectman Lacasse seconded that regular BOS meetings for September be held on the 8th and 22nd. Passed 3-0-0

Chairman Clow moved, Selectman Lacasse seconded that the public hearing for the WAC proposal be held on Tuesday, September 2nd during the Manifest meeting. Passed 3-0-0

PUBLIC COMMENT – Mr. Malette told the Board he asked Ms. Stuart to come before the Board. Mr. Malette said Leon Methot did set up a basic policy for someone to join a committee. The policy was that the person goes to meetings prior before volunteering and then meet with the BOS.

Mr. Malette said that Weare will be receiving an email inviting the BOS, members of the public and committees to meet with the Department of Transportation. There are state requirements that there is a management plan for a scenic byway. Mr. Malette said this meeting will be to educate the Board and public about educating the counsel for the scenic byway. Selectman Lacasse asked what the scenic byway means. Mr. Malette said it could mean funding. Mr. Malette commented on the General John Stark Highway and it possibly allowing Weare and only a few other communities to actually be the true owners of "Live Free or Die". Selectman Lacasse asked what needs to be done and are there any regulations for sign usage or regulations on businesses on a scenic byway. Mr. Malette said to ask these questions at the meeting.

Chairman Clow moved, Vice Chairman Clark seconded to enter into non public session at 9:00 p.m. under RSA 91 A:3II (e). A roll call vote was taken, Vice Chairman Clark – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 3-0-0

Chairman Clow moved, Vice Chairman Clark seconded to come out of non public at 9:26 p.m. A roll call vote was taken, Vice Chairman Clark – yes, Selectman Lacasse – yes, Chairman Clow – yes. Passed 3-0-0

Selectman Lacasse moved, Chairman Clow seconded to seal and restrict the minutes of the non public. Passed 3-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary