

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
July 10, 2006

**PRESENT:** LEON METHOT, CHAIRMAN; HELEEN KURK, VICE CHAIRMAN; SELECTMAN; JOSEPH M. FIALA, SELECTMAN; TOM CLOW, SELECTMAN

**TOWN ADMINISTRATOR:** Fred Ventresco  
**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Tina Pelletier, Gregory Begin, Richard Butt, Chip Meany, Shira Schoeing

**5:00 p.m. Chairman Methot called the meeting to order.**

**1. PUBLIC PARTICIPATION** – Mr. Richard Butt questioned a discussion which took place at a previous meeting regarding the intersection for the new WMS. Chairman Methot said Rob Woodland from Woodland Design will be at the next meeting. Mr. Butt asked why the BOS is objecting to the proposed design plans. Chairman Methot said it is dangerous. Mr. Butt commented on Selectman Clow being dissatisfied with the process. Selectman Clow said his interpretation on when Woodland Design came to the Board he felt they were asking for the Board's input but later found out there was no plan to change the design after the Board's input. Selectman Clow said it is a School Board application and therefore the BOS has to go through the School Board not the State. Mr. Butt asked if the BOS was powerless and Selectman Clow said he hopes that is not the case. Vice Chairman Kurk said she understood Woodland Design would be coming back to the BOS with their included designs. Vice Chairman Kurk said it does have to go through the School but it is town property. Chairman Methot said Woodland is coming in to hear the BOS requests for the intersection and formulate how much it will cost to redesign and if the Board wants it redesigned then the town has to pay for it. Mr. Butt asked how the cooperation has been with the School Board. Chairman Methot and Selectman Fiala said the communication has been good. Selectman Fiala said the School Board has not rejected their ideas. Mr. Butt asked if they are concerned with safety and if the green space has any thing to do with the issue. Chairman Methot said they are concerned with the large old oak trees. Vice Chairman Kurk said she felt the School Board didn't really care about the design of the intersection they just wanted to get their driveway permit. Chairman Methot said it probably won't get resolved until the School Board meeting in August and it will be a year before the intersection is changed. Selectman Clow said the long term impact will effect the land around the right of way and they are trying to preserve as much of the center of town as possible not to hold up any construction or permits. The crosswalk has been discouraged with the plan. Selectman Fiala feels the designed intersection is too cramped and is concerned with the design of the passing lane and the difficulty of taking a left onto Flanders. Mr. Butt asked the Board not to overlook the historic points to the town of Weare with a traffic light. Selectman Fiala said the State said there is not enough traffic to permit a traffic light.

Mr. Butt, Capital Improvement Plan Subcommittee, told the Board he was concerned with money being expended from the Capital Improvement Plan and feels the Board is losing sight of all the work done by the Capital Improvement Plan and the plan produced. Mr. Butt reminded the Board the intent of the CIP was to

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identify needs going into specific funds and how they would be used. He is concerned the CIP subcommittee is not being notified when funds are expended. Mr. Butt said he heard money was voted on to come out of the Capital Reserve Fund for the skateboard park. Mr. Butt said funds were expended from the fund for; \$13,000 playground, \$4,000 for repairs to Purington field done in 2005, 2006 money was allocated for architectural plan for Bolton Field \$10,000, Ineson field \$11,000 irrigation system. There is money in the Capital Reserve Fund and to use it for what it was not allocated for is using it as a slush fund. Mr. Butt feels this is not what the fund is for. Chairman Methot said the requests came from PARC and not from the BOS. Vice Chairman Kurk has been adamant about making sure the CIP is notified. Mr. Butt is concerned with the impact of expending these funds and taking money out of this capital reserve fund.

**2. DEPARTMENT HEADS** – Ms. Tina Pellitier told the Board she would like to purchase a computer module for \$1,000 with a set up fee of \$500 and \$200 per year for service for the Finance Department. This module will benefit the Finance Department and eliminate the problem from last year of entering everything into the Excel program by hand. Vice Chairman Kurk asked if it will be upgraded every year when upgrades become available. Ms. Pellitier said yes, that is what the service fee is for. Vice Chairman Kurk asked if Ms. Pellitier has found the money to pay for this. Ms. Pellitier said she will look into the Finance Budget further to see if the money can be found. The Board is interested in purchasing the module and Chairman Methot said they have needed this for years. Vice Chairman Kurk informed the Board that if the funds can not be found within the budget she would like to authorize the money to come out of her Selectman’s pay.

**Chairman Methot moved, Vice Chairman Kurk seconded to authorize the purchase of the module from ADS for a total price of \$1,500. Passed 4-0-0.**

It was discussed the service fee includes all support needed and Ms. Pellitier will look through the budget to find the funds.

Chairman Methot spoke about a letter the Board received from Deputy Police Chief Quigley requesting to amend the “No Shooting Order” directed from the Board of Selectman from 1992. Chief Begin said they are trying to give residents of town a safe, controlled area to practice shooting. Vice Chairman Kurk asked if residents can just go down and shoot. Chief Begin said residents need to go to the Safety Complex to fill out a form to be able to use the location.

**Vice Chairman Kurk moved, Chairman Methot seconded to immediately place into effect per order of the Board of Selectman for the Town of Weare, New Hampshire; No target shooting practice will be allowed on any Weare Town Property. Except the shooting range at the Weare Transfer Station on Merrill Road under the conditions set forth by the Weare Police Department. The exception to this order will be Police Department personnel under the direct Police supervision and at the designated shooting area. Passed 4-0-0.**

**3. 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 July 13, 2006. Passed 4-0-0.**

Accounts payable	\$253,128.13
Gross Payrolls	<u>\$44,757.25</u>
Total	\$297,885.38

**4. MEETING MINUTES**

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**Chairman Methot moved, Vice Chairman Kurk seconded to approve the minutes of June 5, June 13, June 15, and June 19, 2006 as amended. Passed 4-0-0.**

Chairman Methot would like the Town Administrator to make sure all employee evaluations are done by October 1, 2006 and said there should be no exceptions.

Chairman Methot would like to see all budgets presented to the Board by December 1, 2006. He knows the departments will be looking for directions and there will be no percentage of increases, just what the department needs to run. It was discussed the department heads will evaluate all their employees and the Town Administrator will evaluate the Department Heads.

Vice Chairman Kurk said the Board needs to think about specific directions for the Town Administrator.

Vice Chairman Kurk said the Trustees of the Trust Fund have questioned the transferring of the tanker from the Fire Department to the Highway Department. Because of the trade the Fire Department now has \$6,000 less in their budget. Chairman Methot said if they were transferring out of the town then there would be a problem but it is being transferred from department to department. Chairman Methot will contact Bill Beaupre.

The Board discussed insurance for the Patriotic Celebration and said Primex makes available through the town's insurance policy a Special Event Insurance. The Patriotic Committee has gotten an insurance policy and has paid the premium.

Vice Chairman Kurk said there is a bill for Bolton Field for \$1,263.00 for drainage and \$720.00 for Mt. William Inc. for stone and the funds have been requested to come out of the Recreation and Development Improvement Fund. Chairman Methot said they will have to ask the Chairman of the Trustees. Vice Chairman Kurk said it wasn't something that was planned for in the CIP and this is a need that needs to be fulfilled. Selectman Clow asked if this is what Mr. Butt was discussing. Selectman Fiala said it should be run by the CIP Subcommittee to inform them of the need so it could be planned for.

**4. ECONOMIC DEVELOPMENT ISSUES** – Mr. Jim Thompson, Chairman of the Economic Development Committee informed the Board Joan Couhie has given a written notice of her termination. Mr. Thompson would like to nominate Scott Becker as an alternate. Selectman Fiala asked if it was discussed throughout the committee to appoint Mr. Becker. Mr. Thompson said there was no formal vote taken. Mr. Thompson said they are discussing updating the bylaws. Mr. Thompson told the Board the Economic Development Committee has been utilizing community block grants and identifying on a monthly basis what kind of buildings are available in town. If a developer comes into town they would like to know what locations are available. The Committee has been discussing temporary signs and talked about noise ordinances to define buffer zones between residences and businesses. Chairman Methot said the BOS concerns regarding signs could differ from the center of town compared to other locations throughout town. Mr. Thompson told the Board the Committee has concerns about the concerts at the gazebo and the low attendance and would possibly like to have signs.

Mr. Chip Meany spoke about temporary signs and said the Board needs to come up with a definition of the category of a sign. He said he has seen parked lettered vehicles as signs. Mr. Meany said the Board needs to approach the idea of having an ordinance on signs. Mr. Meany said once the definition of the sign is determined then a form will need to be filled out; at no charge to authorize the placement of a sign. Mr. Meany said Realtors also need to be considered. Mr. Meany said they don't want to do anything to hurt the business community in town but need to keep within the small town community. Mr. Meany said the Telephone Co and PSNH have rules as to what can go out on there poles. Vice Chairman Kurk said she does not understand why some signs aren't allowed but the banner is. Mr. Meany said there is no town regulation that says you can't have banners. Mr. Meany discussed the grandfathering of signs and banners and said the Board may have to do away with all grandfathered signs and start over. Mr. Meany feels the business community should be involved

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in determining the ordinance. Mr. Meany said construction signs need to come into a different category and feels the Planning Board will need to be involved. Mr. Thompson said one of the reasons he was here tonight was to find out who is handling the sign ordinance. Mr. Thompson said the Economic Development Committee along with Mr. Meany can handle the discussions with business owners regarding signs. Mr. Thompson said the thought of an informational sign down in South Weare is a great idea. Selectman Clow feels a message board as you come into town might be too much and needs to wait until the new WMS is complete to see the sign they put up. Mr. Thompson said as the town grows they need to get the word out as to what is going on in town. Vice Chairman Kurk asked Mr. Thompson to handle the sign ordinance and keep the Board informed.

Ms. Jan Synder handed 2 checks to Chairman Methot that are needed for the closing on the Ferrante property. Vice Chairman Kurk will bring the checks to the closing. It was discussed that the \$700,000 has a tax impact of \$0.24 per thousand year one and decreases \$0.01 for the next 10 years at a rate of 4.26% with a total payout of \$864,000. July 11, 2006 at noon the money will be transferred and the town will own the property.

### 8. CORRESPONDENCE

Mr. Ventresco informed the Board he received a bill for \$215.00 from the Fire Chief for repair on the thermostat at the Safety Complex and the Fire Chief wonders where the money will come from. Chairman Methot said the Fire and Police Departments share repair expenses at the Safety Complex. Chief Begin said this happened last year and his department paid the bill, but this was caused by the control head over on the fire side it was set at 58 degrees but needs to be set at 68 degrees. Chief Begin said because the thermostat was set wrong it caused damage to police records and Chief Begin feels this should come out of the Fire Department budget. Chief Begin said this could happen again if the thermostats are not controlled correctly. Chairman Methot said the money will come out of the building repairs and maintenance line. Chairman Methot asked Mr. Ventresco to discuss the building maintenance line with Ms. Pellitier to find out why the line is overspent. Selectman Fiala feels the Fire Department should pay the bill because Chief Begin paid the bill last year.

Mr. Ventresco said he was informed the building codes require the Town Office Building to have a water cooler. Mr. Meany said this came about the other day because of a gentleman in town who said he wanted a drink of water and asked where the water fountain was. Mr. Meany researched the code and discussed it does say they are required to have an accessible drinking water bubbler.

Selectman Clow would like a permanent fix to be a water bubbler plumbed into the building. Mr. Ventresco asked if a water dispenser and cups should be purchased. Mr. Meany said the water fountain or bottled water dispensers have to meet the ASTM requirements. Vice Chairman Kurk said she will look into the cost of Sam's Club.

Mr. Ventresco informed the Board he received a request from Naomi Bolton for reimbursement on a series of classes she wants to take offered by the state. She has gotten support from the Board to attend Primex and LGC offerings. Selectman Fiala asked if it was fair to reimburse Ms. Bolton for the class because there are other employees taking other courses which directly benefit their career in which the town does not pay for. Vice Chairman Kurk said she does not feel this is up to the town to pay for. Selectman Fiala wishes they did have something in place to help employees further their education but unfortunately this is not the case. Selectman Clow is a firm believer in education and feels taking a course that might not be directly related to a person's careers still benefits growth and feels it is a discussion that the town should have. Mr. Ventresco said there is a mechanism in place in the personnel policy that allows for educational growth. Chairman Methot said the problem is there are no funds available. Vice Chairman Kurk said she is unsure that a Municipality is in that kind of business to support the financial aspects of educational growth.

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Mr. Ventresco got the Board's approval for his membership dues for ICMA. Chairman Methot asked Mr. Ventresco to research if the town has already paid the membership fee.

Mr. Ventresco mentioned having his name on the town website on the Selectman's page and if it can be done on the Town's Home Page.

Mr. Ventresco mentioned Dawn Drew would like to make banners advertising free real estate seminars. The Board said the banner can go up because at this time there is no ordinance that says it cannot.

Mr. Ventresco mentioned to the Board there is no contract in place for heating oil for the upcoming season. Chairman Methot said they should put together a bid request. It was discussed the Town of Weare does have a purchasing policy for heating fuel.

### **5. PARC JOB DESCRIPTION**

Chairman Methot said the PARC Director should be a part-time employee not a seasonal employee. Vice Chairman Kurk discussed the Director will be under the supervision of the Town Administrator with direction from the Parks and Recreation Commission. In order for the Town Administrator to evaluate the Director of PARC, the Town Administrator will have to obtain information on the directives from PARC that were given to the director. Selectman Clow commented on the amazing volunteerism and commitment given by so many people in our town. Vice Chairman Kurk mentioned that if Department's need assistance from another Department then the request should be made through the Town Administrator. Mr. Ventresco mentioned there were 2 reports filed from incidents at Chase Park.

#### **Chairman Methot excused himself at 7:25 p.m.**

The Board discussed the job description of the PARC Director. It was said that the Director will be present at PARC meetings at the discretion of the Chairman. The Director will have the authority to spend necessary funds from the PARC budget to maintain needed levels of supplies and attend to any emergencies subject to budget availability with \$100 cap for each occurrence.

The Director will log hours worked, because it gives a clear idea of where the time is spent. Vice Chairman Kurk feels as the town grows this position should be reviewed every year. Time sheets will be submitted for approval to the Town Administrator every week.

Vice Chairman Kurk said it will be really hard to go from an hourly wage to a stipend position mid year. The Board discussed the possibility of the wage changing in January. Vice Chairman Kurk said she has a problem with someone getting paid for bringing in their timesheet.

The Director is responsible for the preparation needed for the opening and closing of the Park. The Director will be involved in the hiring of seasonal employees for Chase Park, reprimand, suspend and/or reschedule employees that do not follow job requirements.

The Director will, under the policies developed under PARC, develop programs for residents of all ages and potential events shall be submitted to the Commission for review.

The Director must track spending and keep within the approved activities budget line item.

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The Board discussed the hourly wage established for the Director will remain in effect through the year and possibly change the position to a stipend position in January.

The Board discussed the job description will be reviewed yearly in October in order to keep current with the town. Vice Chairman Kurk it seems to her that the Director should submit a clear record of all spending.

Vice Chairman Kurk said she received an email regarding a discussion at a previous meeting when it was discussed to form a committee to research the SNHPC and the CNHPC. The individual had a problem with a committee of 5 being formed to do the research. Vice Chairman Kurk asked if the BOS was interested in having the Town Administrator research the SNHPC and the CNHPC instead of a group of 5. Vice Chairman Kurk feels having information about both Commissions would be beneficial in determining which Commission fits the town's needs.

Selectman Clow asked the Board their thoughts regarding email. He said he has received e-mail and he feels Board members cannot answer individually but need to direct these individual questions to the Town Administrator.

The Board will discuss liability policies at the next meeting.

**Selectman Fiala moved, Selectman Clow seconded to enter into nonpublic session @ 8:35 p.m. pursuant to the authority granted in RSA 91-A:3II(e). A roll call vote was taken. Selectman Clow - yes; Selectman Fiala - yes; Vice Chairman Kurk - yes. Passed 3-0-0.**

**Vice Chairman Kurk moved, Selectman Fiala seconded to come out of nonpublic session @ 9:08 p.m. A roll call vote was taken. Selectman Clow - yes; Selectman Fiala - yes; Vice Chairman Kurk - yes. Passed 3-0-0.**

**Vice Chairman Kurk moved, Selectman Fiala seconded to seal and restrict the nonpublic session. A roll call vote was taken. Selectman Clow - yes; Selectman Fiala - yes; Vice Chairman Kurk - yes. Passed 3-0-0.**

## 9. ADJOURNMENT

A True Record.

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Cherry Palmisano, Recording Secretary