



FINAL

**WEARE BOARD OF SELECTMEN
MEETING MINUTES
December 20, 2010**

PRESENT: Thomas Clow, Chairman; James Donison, Selectman; Keith Lacasse, Selectman; Donna Osborne, Selectman.

RECORDING SECRETARY: Naomi Bolton, Town Administrator

GUESTS: John McCausland; Malcolm Wright; Elwood Stagakis; Randy Magoon; Tina Connor; Lee Cheney; Paul King; Chris Hague; Jeff Spring.

I. CALL TO ORDER:

The meeting was called to order by Chairman Clow at 7:07 PM.

II. DEPARTMENT HEADS/COMMITTEE ITEMS:

Appointment to Heritage Commission: John McCausland was present. Mr. McCausland stated that he is interested in serving on the Heritage Commission because he will be retiring soon so he will have more time to spend on the commission. He is interested in history and he was asked to serve. Selectman Donison moved to appoint John McCausland for a three year term as a full member of the Heritage Commission; Selectman Osborne seconded the motion. Vote all in favor (4-0).

Appointment to Parks and Recreation: Randy Magoon was present. Mr. Magoon stated that he was looking to volunteer on a board in Weare. He moved in to Weare in February. He has one child. He talked to Chuck Metcalf about volunteering. Selectman Osborne moved to appoint Randy Magoon for a three year term as a full member of the Parks and Recreation Commission; Selectman Donison seconded the motion. Vote all in favor (4-0).

Appointment to Zoning Board of Adjustment: Malcolm Wright was present. Mr. Wright stated that he enjoys serving on the Zoning Board and he appreciates what zoning is all about. He has served as an alternate for the last 3-4 years. He would like to see the Zoning Board work more with the Planning Board regarding zoning amendments. A lot of times the Zoning Board struggles with a certain section of the zoning but doesn't work on fixing the issue.

Elwood Stagakis was present. Mr. Stagakis stated that he also serves as an alternate on the Zoning Board. He stated that he didn't know that it was a popularity contest. He felt that the Chairman should appoint the senior most member and not the most popular. Mr. Stagakis stated that the Chairman takes offense to any suggestion he makes and it is impossible to give his opinion. At the December meeting Mr. Kurk indicated that he felt the Board should not be appointing or voting on their successors. He would also like to be appointed as a full member to the Zoning Board.

Chairman Clow explained that when a full member leaves and there is a vacancy in a board or commission, that board or commission recommends a replacement to be appointed by the Board of Selectmen. Town Administrator Bolton stated that she felt in all the years working with both the Planning Board and Zoning Board it was not a popularity contest at all. The majority of the time the appointment is made based on attendance at meetings and not by seniority as it appears to be assumed.

Mr. Wright stated that if the board would like to table this appointment to allow time for more gathering of information that would be fine.

Discussion of Pandemic Influenza: Paul King, Emergency Management Director and Leigh Cheney from the Capital Area Public Health Network were present to discuss the public preparedness and the development of a plan for responding to emergencies. The Capital Area Public Health Network is a collaborative of municipalities and health and human services agencies that work together to improve the health and safety of the region. They are working on providing a regional plan to be able to respond to any public health emergency. The regional plan consists of 7 components (Resource Coordination-Multi-Agency Coordinating Entity (MACE); Medication/Vaccination Dispensing; Isolation and Quarantine; Medical Surge Capacity; Mass Fatality Management; Risk Communication/Public Education; and Volunteer Management-Medical Reserve Corps). A power point handout covering all of the components in detail was handed out to the Board members. The Weare Middle School is one of the sites listed to provide large amounts of medication/vaccination to a large population in a short amount of time, if an emergency was to happen. Paul King further added that some of the other things he is doing for the Town is that he is working with Southern NH Planning Commission to identify ways to bring emergency preparedness to Weare. They have put together a DVD that he would like to air on Channel 6. FEMA will be doing training in the region; he apologized to CERT for not having trainings and only getting in touch in emergency situations. They are also working on a STEP program that targets 5th grade classes. They are going to have CETRT present to the 5th graders to take home and prepare in case of problems. Mr. King is really looking to ramp up training. Ms. Cheney added that if the Town knows of any under or uninsured residents that would like to have a flu vaccination she has 5,000 vouchers to distribute. She left 10 to be

given to the Welfare/Health Office to distribute. If more are needed Ms. Cheney left her email and phone number with the Town Administrator.

III. 2011 BUDGET DISCUSSION:

Library- Christine Hague, Librarian: Chris Hague was present to go through the proposed 2011 operating budget for the library. Before she started with the budget she wanted to say "thank you" to the board for allowing the library to successfully complete 3 projects (windows, masonry and the floor). Everything went well and on schedule and they are very grateful of that. Ms. Hague proceeded down through the items individually and explained any overages and shortages as compared to 2010.

Balance of 2011 proposed budgets: Town Administrator Naomi Bolton went through the rest of the proposed budgets: Town Officers Salaries; Town Officers Expense; Elections; Tax Collector; Assessing; Legal Expenses; Finance Administrator; Town Clerk; Selectmen's Office; Cable Committee; Trustees of Trust Funds; Land Use; Government Buildings; Cemeteries; Insurances; Advertising and Regional Association; Emergency Management; Code Enforcement; Street Lighting; Animal Control; Health; Welfare; Parks & Recreation; Patriotic Purposes; Conservation Commission; Economic Development and Debt Service. The board discussed the Health Insurance comparisons from Health Trust (Matthew Thornton) and Primex (Harvard Pilgrim). The difference between the two plans totals around \$65,000. The board would like to get prices for another plan at Primex (plan 2RW). Naomi will get that information and bring it back as soon as possible.

IV. MANIFESTS:

Chairman Clow moved to authorize the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated December 23, 2010 in the following amounts:

Accounts Payable	\$ 320,424.91 (John Stark \$250,000)
Gross Payroll	\$ 46,229.79 (Includes Police Details, Taxes, Credit Union)
	\$ 655.30 (Forest Fire)
TOTAL	\$ 367,310.00

Selectman Donison seconded the motion. Vote: 3 in favor (Osborne; Clow and Donison) and 1 abstained (Lacasse).

V. ADMINISTRATOR'S REPORT:

Walker and Company Roofing Bill: Naomi explained to the Board that she had received a bill for some extra work done on the Clinton Grove Bell Tower. Eight pieces (8) of plexi glass were installed behind the shutter to prevent wind driven rain/snow from coming into the bell tower as has happened in the past. Slats were installed behind each of the shutters and plexi glass was placed in between the slat and the shutter. The bill totaled \$631.37. Selectman Donison moved to pay the Walker & Company Roofing bill for \$631.37 for extras at the Clinton Grove

Academy and the money is to come from the Mildred Hall Trust Fund; Selectman Lacasse seconded the motion. Vote: all in favor.

Important SB2 dates for Town Meeting: The Board discussed the deadline dates and established the public hearing date for the budget. The Board will be holding the public hearing on the 2011 Proposed Budget on Monday, January 17, 2011 at 7 PM. The final warrant needs to be posted by January 31, 2011. There are three Monday nights before the public hearing. All of which will contain budget discussions. Having a Saturday meeting on January 8, 2011 was briefly discussed. The board was going to check their calendars and see what time was agreeable by all.

Next Monday's meeting (Dec. 27th): The Board would like to spend time on the 2010 expenses and what might be left for the last week of 2010. Naomi was to ask those department's that had some funds left to make sure there weren't any purchases that they were holding off on that they need, like salt. If they have those items, they would need to get them to Naomi before the meeting so that they can be discussed that evening.

VI. NON-PUBLIC SESSION:

Chairman Clow moved to go into non-public session under RSA 91-A: 3 II (a & c) at 10:40 PM; Selectman Lacasse seconded the motion. A roll call vote was taken: Selectman Osborne – yes; Chairman Clow – yes; Selectman Donison – yes; Selectman Lacasse – yes.

Chairman Clow moved to come out of non-public session at 10:55 PM. Selectman Donison seconded the motion. A roll call vote was taken: Selectman Osborne – yes; Chairman Clow – yes; Selectman Donison - yes; Selectman Lacasse – yes.

Selectman Donison 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. Motion passed 4-0.

VII. NON-PUBLIC SESSION:

Chairman Clow moved to go into non-public session under RSA 91-A: 3 II (a & c) at 10:56 PM; Selectman Lacasse seconded the motion. A roll call vote was taken: Selectman Osborne – yes; Chairman Clow – yes; Selectman Donison – yes; Selectman Lacasse – yes.

Chairman Clow moved to come out of non-public session at 11:11 PM. Selectman Donison seconded the motion. A roll call vote was taken: Selectman Osborne – yes; Chairman Clow – yes; Selectman Donison - yes; Selectman Lacasse – yes.

Selectman Lacasse moved to seal and restrict the minutes of the non-public session pursuant to the authority granted in RSA 91-A:3 II; Chairman Clow seconded the motion. Motion passed 4-0.

VIII. OTHER BUSINESS:

Accrual Payout: Town Administrator Naomi Bolton discussed her request to be paid her vacation and bonus time prior to the end of the year. The Board discussed this request. Selectman Lacasse moved to authorize the payment of 132.75 hours of bonus time and 202.14 hours of vacation time to Naomi Bolton totaling \$9,660.24; Selectman Osborne seconded the motion. Motion passed 4-0.

IX. ADJOURNMENT:

As there was no further business to come before the board the board, Selectman Osborne moved to adjourn at 11:20 PM; Selectman Donison seconded the motion, all in favor.

Respectfully submitted,

Naomi L. Bolton
Town Administrator