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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
September 11, 2017**

PRESENT: TOM CLOW, CHAIRMAN; FREDERICK W. HIPPLER, VICE CHAIRMAN; JOHN (JACK) MEANEY, SELECTMAN; JON OSBORNE, SELECTMAN; AND JAN SNYDER, SELECTMAN.

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Sherry Burdick; Betty Straw; Frank Campana; Tim Matheson; Gary Labrie; Elizabeth Labrie; Finance Administrator Beth Rouse; DPW Director Benji Knapp; Fire Chief Bob Vezina; Lee Weatherbee.

The entire Board attended a brief 9-11 presentation on the lawn of the Stone Memorial Building before returning to the Town Office for the meeting.

Chairman Clow called the meeting to order at 6:35 PM.

NONPUBLIC SESSION:

Chairman Clow moved, Vice Chairman Hippler seconded to enter into nonpublic session @ 6:35 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 6:45 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

Chairman Clow welcomed everyone present and watching before calling the meeting to order at 6:45 p.m. followed by the Pledge of Allegiance and a moment of silence for the 9/11 victims. Chairman Clow stated that the Board met in nonpublic session with DPW Director Benjamin Knapp and interviewed a potential candidate to fill one of the vacancies at the Public Works Department.

DEPARTMENT HEAD/COMMITTEE ITEMS:

Public Works Department: DPW Director Benji Knapp was present. Director Knapp introduced Lee Weatherbee and is recommending that the Board hire Mr. Weatherbee to fill one of the vacant spots he has in the Highway Department. Mr. Weatherbee worked 9 years for the State of New Hampshire out of the Henniker shed. He has snow plow experience and is available to start Friday, September 15th. Director Knapp is recommending a starting pay of \$16.56/hour. **Vice Chairman Hippler moved, Selectman Meaney seconded to hire Lee Weatherbee as a Truck Driver starting at \$16.56 per hour to begin Friday, September 15, 2017. Passed 5-0-0**

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DPW Director Knapp stated that Mountain Road is coming along and he is hoping to be done very shortly. Upon completion, the next step is to call the paving contractor so it can be scheduled. There will be some other minor parts of the reconstruction to be done after the pavement is put down. Vice Chairman Hippler asked if there was going to be any guardrail installed along the roadway in places. Director Knapp replied no he is hoping to slope the sides so that guardrail will not be necessary. Director Knapp also explained that he is still getting all the planning done to replace the culvert on Colby Road. That is a very large culvert. The culvert is 7ø tall x 9ø wide x 40ø long, so it will require that the road be closed so it will be done during a weekend versus weekday. The new 10-wheel dump truck is in the shop now ahead of what was originally planned. Originally he informed the Board before he had it scheduled for October 1st but brought it up in hopes of getting it in earlier and it is.

Fire Department: Fire Chief Bob Vezina was present to seek input and approval if necessary to change the payroll schedule of the per diems and those that work the four hours weekly in the evenings from monthly to weekly. There are several workers that get 20-25 hours per week and paying monthly elevates some of them to another withholding bracket. The on call firefighters would still remain monthly because the calls are sporadic. This change would add approximately \$2,000 to the bottom line of payroll each week. Finance Administrator Beth Rouse was present and indicated there would be no issue on her part. The consensus of the Board was in favor of making the change.

MEETING MINUTES:

August 28, 2017 Minutes: **Chairman Clow moved, Vice Chairman Hippler seconded to approve the August 28, 2017 minutes as amended. Passed 5-0-0**

August 30, 2017 Minutes: **Chairman Clow moved, Selectman Meaney seconded to approve the August 30, 2017 minutes as written. Passed 5-0-0**

MANIFESTS

Chairman Clow moved, Selectman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated September 14, 2017 as included in the following manifests:

Payrolls Manifest	\$ 48,286.57 (weekly payroll)
Accounts Payable Manifest	\$ 39,816.33
Supplemental Accounts Payable Manifest	\$ 3,580.00
John Stark School District Manifest	\$ 250,000.00
TOTAL	\$ 341,682.90

The following manifests were previously ordered to sign at the August 28, 2017 Board of Selectmen meeting:
Payroll Manifest *\$ 45,673.10 (weekly checks dated 9/07/17)*

Fire Department Payroll Manifest *\$ 20,535.97(Checks dated 9/07/17)*

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Accounts Payable Manifest

\$ 48,766.39 (Checks dated 9/07/17)

Discussion: Selectman Snyder asked that people present tonight be given the chance to speak before the Board approves the supplemental accounts payable. The Board individually reviewed the two checks that made up the supplemental payable which was a check for compact testing under the slab at the new highway garage and the 50% of the Town Hall door project that was previously awarded. After everyone was done reviewing the supplemental payables Chairman Clow reminded the Board of Selectman Snyder's concern. Chairman Clow stated that we have never allowed public input when voting on the manifest. If the motion gets voted down then the Board will have to re-visit it. Being there was no further discussion Chairman Clow called for a vote. Passed 4-1 (Snyder).

ADMINISTRATIVE REPORT:

Camera Project: Town Administrator Bolton explained that a couple of the old vendors bids for this project were found, so she is going to put out a request that they all re-submit (refresh) their bids in hopes of getting this project moved forward.

Town Hall Doors: Town Administrator Bolton stated that the new doors have been installed. The painter has been contacted and stated that he was planning on painting this week because the weather looked good. The brass kick plates have been ordered and will be installed upon completion of the painting.

Hawkers, Peddlers and Itinerant Vendors Ordinance: Town Administrator Bolton stated that this ordinance was sent to Chief Kelly and Attorney Spector-Morgan for their input. Attorney Spector-Morgan is on vacation this week so there is no opinion on this tonight. As soon as there is further information it will be forwarded to the Board.

HealthTrust's Medical Eligibility: Town Administrator Bolton provided the Board copies of the information and corresponding email from HealthTrust regarding the medical eligibility and details of how it works. It will be put on a future agenda before budget season for more of a discussion amongst the Board.

Custodian Position Details: Town Administrator Bolton provided the Board the old job description from 2007 as well as the prior posting for that position. This will also be discussed further particularly during budget season.

Budget Presentations: Town Administrator Bolton informed the Board that she and the Finance Administrator have come up with a tentative schedule for the budget presentations. The plan is to have all the smaller budgets, wages and benefits done in October. The DPW on November 6th. The Fire Department on November 13th. The Police Department on November 20th.

Public Hearing for the 2018 Operating Budget: Town Administrator Bolton informed the Board that Monday, January 15, 2018 will be the date for the public hearing for the 2018 operating budget.

Deliberative Session: Town Administrator Bolton informed the Board that the deliberative session has been tentatively set for Saturday, February 10, 2018 @ 9 AM at the WMS Cafetorium.

Primex's CAP Program: Town Administrator Bolton informed the Board that Primex is pleased to offer the Town of Weare the option of participating in the Contribution Assurance Program (CAP) for the next three coverage period years in both Workers Compensation and Property Liability. CAP is offered to members who

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qualify, providing them predictability by limiting the annual contribution increase during a defined period. The annual contribution will be based on the exposure base, members' loss experience, and the rates established each year by the Primex Board of Trustees. The Workers Compensation CAP offered is 10% and the Property Liability CAP offered is 9%. This percentage is the maximum. Actual increases will not exceed that percentage, but could actually be lower, based on the Town's risk management performance and exposure changes. **Selectman Meaney moved, Selectman Snyder seconded to authorize the Chairman to sign the CAP agreement for Workers Compensation for a 3 year term through 2020 with a maximum 10% increase cap. Passed 5-0-0** Vice Chairman Hippler moved, **Selectman Osborne seconded to authorize the Chairman to sign the CAP agreement for Property Liability for a 3 year term through 2020 with a maximum 9% increase cap. Passed 5-0-0** Chairman Clow then signed both agreements.

PUBLIC COMMENT:

Sherry Burdick, 382 Deering Center Road stated that first she filled out a volunteer application about a month ago for the Building Committee and has not heard anything. Chairman Clow replied that it is his opinion that we would need a minimum of three people to volunteer to make it a quorum for the committee. He stated that he would not have any issue in appointing Ms. Burdick. Ms. Burdick stated that she thought that Tim Matheson was somewhat interested on being on that committee. So that would make two and one from the Selectman would make the third member. Ms. Burdick stated that on Saturday she was putting letters on the sign in front of the Stone Building and noticed that the Town Hall doors were open. She went in and was really appalled at the work that had been done. The work she feels is no better than the first time around. Ms. Burdick went through a list of what she felt was wrong with the installation. She stated that the whole install is incorrect and we are going to end up with warped doors again. We are going to ruin those doors if we don't do something with them. Chairman Clow stated that we would take her concerns under consideration. Ms. Burdick replied that the Town better do more than that because she is going to get NH Preservation over here. She stated that the Board is supposed to be acting as a fiduciary and when we keep getting these jobs done wrong and spending \$50,000-\$60,000 on doors and installs after a while it affects our taxes. She stated she is not kidding. She is not happy and no one contacted her when the installation was happening to let her know. Ms. Burdick stated that she can contact someone tomorrow at NH Preservation to come out. Chairman Clow replied that it is the Board's responsibility to contact someone.

Tim Matheson, 80 River Road stated that there may be a remedy instead of putting those screws in at an angle. Mr. Matheson suggested that they can cut out mortise pockets out of marine plywood and tuck them in then you can put the screw in straight. The hinge barrels are all bent and are hitting the casing. Mr. Matheson stated that he was over there the day that the gentleman from Mast Road and Grain stated that he would provide new hinges for any that were bent for no charge and he feels we should take advantage of that. He was concerned with the warranty of the doors and suggested that once the install is done to have someone from Mast Road and Grain come and inspect. Mr. Matheson felt that with the pulling in different directions and the shrinking and swelling from the seasons we will be in the same predicament in 6-9 months from now he guarantees us. He offered to show the carpenter what he has seen in the field and try to remedy it.

Selectman Snyder stated that if we do get some swelling or shrinking and we try to go back to Mast Road we won't get any type of warranty for any portion of a new door. She felt that we need to think about it and not put up stone walls around anybody. Try to come to some agreement on something you've got to work it out.

Selectman Osborne stated that he is not a carpenter but it doesn't make any sense to him why would you only put a 6" block in instead of a full length piece of plywood. To him that is not right. Chairman Clow had pictures

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of the installation and explained that one door had a full length piece put in where others had a block. Selectman Osborne asked why not a full length spacer and not blocks and insulation.

Ms. Burdick offered to go over with the contractor and point out the list of things to him. She wants it done right. She is not paying to do it again. She stated that if we keep going like this she feel there are people that are going to hire a lawyer. She feels we need to work with this person if he is willing to work with the Town and get it done right.

Mr. Matheson asked about the pieces of flooring that needs to be replaced. He asked Chairman Clow about the meeting with the Building Inspector on Friday. He went over the need to do something differently to the hinges to get them to close properly. He agreed with Selectman Osborne and if the blocking was installed the entire length he didn't think there would be any problems. He claims the facing should hold the door by itself. He would put some reinforcements to the beams.

Betty Straw, Flanders Memorial Road stated that she is really appalled at this situation. It's not just this project it has been going on and on. We pay double or triple to have the job done because it isn't done right the first time. If it's a matter of money we are not getting our money's worth. She's a taxpayer that doesn't claim any exemptions which she could but she never has and never will but she doesn't want her money wasted and time and time again we are paying people to come and check out what was supposed to be done by experts. She doesn't think that the due diligence is being done. It just has to stop.

Chairman Clow closed the public comment for the Board to discuss this. Vice Chairman Hippler stated that he has the original RFP that is dated May 15th lists out exactly the way we wrote out the RFP that was due July 17th. There was one line changed that replacement of any bent or damaged hinges would be supplied by the Town. Vice Chairman Hippler stated that in any line of work you will have three different people do a job three different ways. He's not saying one is better than the other. He's not saying that we don't need to monitor the work that gets done, because we do need to. We have Team Engineering in our back pocket to use. We have the Code Enforcement Officer to utilize. We have the Historical Society to utilize, but if he went over there he couldn't tell you right, wrong or indifferent. He would like to have it looked into before it is tied up to make sure we get the best bang for the buck.

Town Administrator Bolton stated that at the Board meeting on May 15th Chairman Clow handed everyone a copy as well as handing one to Sherry Burdick. From May 15th to the end of June the Board heard nothing from anyone, so it was a Board decision to put it out just like it was printed except for the one change that Vice Chairman Hippler mentioned. We have put the bid out twice, awarded the bid and now after the fact we have complaints that things were not done correctly.

Selectman Meaney stated that we awarded the bid to the contractor which we were obligated to pay the 50% but he is in favor of having Team Engineer to come and look at it before it gets signed off on. He would like to get the Code Enforcement Officer, the Board, Team Engineering and the contractor to meet over there to go over the things brought up tonight.

Selectman Snyder stated that we need to take pride in our buildings, which is what Betty Straw was saying. It is up to the Board to take on that responsibility. She mentioned the issue she noticed on the front doors, which was the space around the doors not being the same. She stated to look at those doors it doesn't look very professional to her. The spacing of the doors within the framing and the metal plates on the bottom pieced instead of one piece across.

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Selectman Meaney stated that we are beating a dead horse. We are questioning a man's reputation who is a craftsman and until the Board gets to look at it he's not going to judge either way. He feels the same as Selectman Osborne and Vice Chairman Hippler that we get Team Engineering out to look at it with the Board, the Code Enforcement Officer and the contractor.

CORRESPONDENCE: none

OTHER BUSINESS:

Town Hall Project: Chairman Clow asked the Board about moving forward with the CIP request either for separate projects or prioritize. Selectman Snyder asked if there may be any available grant money that could help out on this project. At the Municipal Managers Conference in Keene there was a discussion regarding grants with regard to Economic Development and the idea of developing and bringing in business. The Board needs to put something together instead of kicking it down the road further. Chairman Clow encouraged the board to move forward with the Bell Tower. Vice Chairman Hippler suggested that the Board sit down go over the list and prioritize and possibly the rot could be the first item. He would like to see separate warrant articles for each project. Sherry Burdick suggested putting together an assessment and possibly apply to the Mildred Hall Committee Fund to use as a match.

Parks & Recreation: Selectman Osborne stated that the tennis courts were worked on and a company came and sealed all the cracks. Also there was damage by a vehicle to Ineson Field that will need to be fixed.

Selectman Snyder wanted to just remind everyone that Saturday, September 16th Granite State Communications will be holding their annual BBQ and presentation of the Hometown Hero from 11AM to 2 PM at the parking lot at Lancetot's plaza.

Vice Chairman Hippler stated that the Board received an email indicating that the second cruiser is in service. He also mentioned that he had the opportunity to do a ride along with the police. The work done was phenomenal. He was very impressed and the officers indicated the same sentiment.

The State auction is coming up and the Board was inquiring as to what is going on with the Durango. Is the DPW going to keep it and get rid of the car or is it going to auction. Regardless of what happens the Board needs to be kept abreast.

Selectman Snyder asked about hearing out on the street about an accident with a Town vehicle and a resident's vehicle. Town Administrator Bolton stated that up on Mountain Road there was a minor incident, which was handled like all of the other accidents. A report was made to our insurance company. A police report and pictures were done and sent to the insurance company. This was handled the same way all other incidents or accidents are handled.

NONPUBLIC SESSION:

Chairman Clow moved, Vice Chairman Hippler seconded to enter into nonpublic session @ 8:45 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

Chairman Clow moved, Selectman Meaney seconded to exit from the nonpublic session @ 9:01 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Selectman Meaney – yes; Vice Chairman Hippler – yes. Passed 5-0-0

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Chairman Clow moved, Selectman Meaney seconded to seal and restrict these minutes of this nonpublic session. Passed 5-0-0

Being there was no further business to come before the Board, Chairman Hippler moved, Vice Chairman Hippler seconded to adjourn at 9:02 PM. Passed 5-0-0

ADJOURNMENT

A True Record.

Naomi L. Bolton

Naomi L. Bolton
Recording Secretary