

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
September 18, 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; Frank Campana; Police Chief Sean Kelly

Chairman Clow called the meeting to order at 6:28 PM.

NONPUBLIC SESSION:

Chairman Clow moved, Selectman Meaney seconded to enter into nonpublic session @ 6:28 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 @ 7:00 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

Selectman Meaney moved, Selectman Osborne seconded to seal and restrict the minutes of this nonpublic session. Passed unanimously 5-0-0

Chairman Clow welcomed everyone present and watching before calling the meeting to order at 7:08 p.m. followed by the Pledge of Allegiance.

DEPARTMENT HEAD/COMMITTEE ITEMS:

Police Department: Chief Sean Kelly stated that they had gotten a few questions regarding the cruisers a couple of weeks ago. He wanted to give the Board an update. As of today we have two fully operational cruisers in service. The third one is at Ossippee Mountain Electronics and he is hoping to have it around October 1st. There have been lots of questions asked with regard to changing the graphics on the old cars. Chief Kelly's gut reaction was to resist the idea because it costs money and the Crown Victoria's will be gone as soon as possible, but the Ford Explorer still has quite a bit of useful life left in it. The question is should we transition it over to the new graphic design. The most significant advantage to changing that car over is that makes the fleet uniform. The cost to transition it over is \$990. Perception is huge and if we move forward with the transition on the Ford Explorer, would residents be thinking the Town bought four new cars, when only three were approved. Chairman Clow stated that personally he would like to see them match. Vice Chairman Hippler stated that it is a well enough known vehicle by the majority of the Town that it shouldn't be a shock. He thinks that streamlining

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is a great idea. Selectman Snyder is not sure of the expenditure for this year. There were concerns expressed the prior week that percentage wise some departments were tighter than others. Chairman Clow stated that the Board could wait until the end of the third quarter, take a look at the operating budget expenses and see if there are funds there. Selectman Meaney agreed that taking a look at the end of the third quarter to see where we are would be best. Selectman Osborne agrees with the wait and stated that he does like the uniformity. Chief Kelly then gave the Board an update with regards to staffing. This Saturday they have 20 affirmed to be here for the written test and/or physical fitness tests. Over the next 6-8 weeks the hiring process continues. There has been one change and they are pushing the polygraph to the front before the background. On paper there are 20 decent candidates to start with. December 4th is the last day to submit a candidate to the NH Police Standards and Training Academy. The academy is now 16 weeks long and there are only three classes per year. If this selection produces a viable candidate but can't get into the Academy he would ask the Board to hire and allow them to do their field training first versus losing them. Vice Chairman Hippler asked how our most recent hire was doing. Chief Kelly replied that New Hampshire has accepted his credentials. He has to do one class which he is doing in the current academy. He will still have to do the NH Law Package, but he is doing excellent according to Chief Kelly.

MEETING MINUTES:

September 11, 2017 Minutes: Table until next week.

MANIFESTS

Chairman Clow moved, Selectman Meaney seconded to order the Treasurer to sign accounts payable and payroll checks dated September 21, 2017 as included in the following manifests:

Payrolls Manifest	\$ 55,552.34 (weekly payroll)
Accounts Payable Manifest	\$ 32,625.59
Supplemental Accounts Payable Manifest	\$ 2,100.00
TOTAL	\$ 90,277.93

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**Discussion:** Vice Chairman Hippler questioned the T & J Waste bill of \$80.00. He was under the understanding that we only had one waste company dealing with the Town's trash. Town Administrator Bolton stated that she would look into it and let the Board know.

### ADMINISTRATIVE REPORT:

Prosecutor Contract: Town Administrator Bolton presented the Board with a signed Prosecutor Contract that the Board needs to sign. Vice Chairman Hippler moved, Selectman Meaney seconded the motion to enter into a contract with Attorney Lisa R. Rick for Prosecutorial Services at the cost of \$78,000 for the year (September 18, 2017 through December 31, 2018). **Discussion:** Chairman Clow explained that this candidate was interviewed and the contract was negotiated to arrive at amount of compensation.

Camera Project: Town Administrator Bolton stated that she has put this project back out to bid. There are four vendors that have been located. The plan is next week to have the quotes back for the Board to look at and make a decision.

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Town Hall Doors: Town Administrator Bolton stated that the brass kick plates are in. Chairman Clow asked to find out if they are solid brass or not, that was a concern. Town Administrator Bolton stated that last week the Board asked to make contact with Team Engineering about these doors. Team Engineering was contacted. They were given the RFP, the bid that was awarded as well as the list of issues the Board received last week. The engineer stated that they could come and make the inspection, but they would have to take off the casings to be able to view the work. Currently everything has received one coat of paint. The estimate cost estimated for Team Engineering to come out do the inspection and write up the report would be approximately \$750.00. Chairman Clow stated that each member of the Board has gone over this week to have a first-hand look. Vice Chairman Hippler stated that he went over on Saturday and he would agree that the aluminum rain drip on the bottom of the door should be one continuous and not pieced together. Town Administrator Bolton stated that the contractor has been able to locate longer pieces and they will be replaced with one piece. Selectman Meaney stated that when he went over there this afternoon he took his level. The doors are level on all sides. The door casings are all straight. It is an old building that is not square. The only issue he could see if you are looking at the front doors, the left hand door where it latches there is a very small gap not even ½ an inch difference from the other side. He felt that there may need to be some weather stripping on that one door to seal it. Selectman Osborne stated that you can see they are square. He touched upon the hinge plates. He looked at the ones on the doors and they weren't any different than the doors in his apartment, inside or outside they don't touch. Vice Chairman Hippler looked at each of the hinges when the door was closed and there may be one of the screws that are touching but for the most part they are not touching. He saw that they were in at an angle but they were not touching. Selectman Snyder asked if there was any warranty on the bid from the contractor. There was none listed on the bid. The consensus of the Board was that the hinges were not sprung. Chairman Clow stated to recap: there needs to be one continuous piece of aluminum rain drip on the bottom of the door; see if the contractor could take a planer and sand it down so that there is some overhang of the threshold; and see if a small ¼" piece can be used to fill the left door casing. Chairman Clow stated that we actually need to put something over the door to divert the water away from the doors. It was not part of this door bid but it is something that needs to be done. Vice Chairman Hippler stated that we also need to figure out a new back door to replace what is there now. The handicap door was a little bit shorter, so maybe that would be the one to use. Selectman Snyder stated that she disagrees with the hinges not being sprung, but she is all by herself. She feels that they are sprung. She stated that the Town covered itself and it wasn't mandated to use the old hardware.

The Board discussed other smaller projects that need to be done. Some rain gutter or some type of diverter to get the water away from the handicap ramp. Sand and paint the handicap ramp. Replace the back door and the furnace room door. A lead inspection should be done on the paint of the window casings and the paint on the corner boards/molding. Chairman Clow stated that he will take pictures of other Town hall water deflectors to share with the Board. Vice Chairman Hippler brought up the assessment discussion that was mentioned last week. He feels that if/when it is done it would be leverage for the Board. It would be money well spent and he would like to see it worked into the schedule.

Hawkers, Peddlers and Itinerant Vendors Ordinance: Town Administrator Bolton received input back from both Chief Kelly and Attorney Spector Morgan. These opinions will be forwarded to the Board to be put on a future agenda.

### **PUBLIC COMMENT:**

Sherry Burdick, 382 Deering Center Road stated that first she needs some more forms for volunteers for the Building Committee. She has a couple more people that are qualified. They can't get to the office during the office hours. She would like them emailed. Town Administrator Bolton stated that they should be on the Town website. Ms. Burdick stated that she very much disagrees with the Board's decision on the Town Hall doors.

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She looked at them the first time and brought a list over and nothing got done for about three years and in about two and a half years into it one of the front doors fell right off. She stated if the board is all happy with the doors, so be it, but she is going to have a professional person take a look at them and she is going to pay the fee. She will give a report to the Town when it is all done because she surely doesn't want those doors damaged. Chairman Clow interrupted and stated that he appreciates the offer to pay for something but really the authority to hire someone falls within the Town and not an individual. Ms. Burdick stated that maybe she will see if she can get a volunteer that is a master carpenter. She feels that it really needs to be addressed. She's trying to tell the Board there is an issue there and she doesn't want to see it let go. For her own piece of mind she would like to have someone look at it. The second thing is the warranty. She is not sure what that is, but she would like to see a rep from the company come and take a look at the job because if those doors are not installed correctly the warranty will not hold. Vice Chairman Hippler stated that would be valid rather than someone else looking at it. Chairman Clow stated that that information should be with the paperwork for the doors. Ms. Burdick stated that while the question is being asked about the doors to see if there is someone there that is certified in hardware that can come look as well. Ms. Burdick stated that in 2008 she brought a quote for the rakes on the back of the Town Hall to the Board it is now 2017 and nothing was done. It has been brought up plenty of times. The other thing that she has brought up more than once, this is probably the third time and that is for the posts underneath the Clinton Grove academy. There is about a 6" drop in the floor currently. Nothing has been done to date with that either. Ms. Burdick stated that the problem we have with the Clinton Grove Academy is that there is one particular person that has written to the State letting them know that nobody in Weare wants work done on that particular building. There were a couple of grants that were not approved because of this. She can't do anything about it going forward, but she is not going to waste any more time until this gets addressed. She doesn't understand the resistance of keeping up a historic building. Also, wouldn't it be nice to have the building available for use. She felt that the rent money could be used to offset the expenses for electricity. The floor underpinning is just one project. The other is they just had all the windows puttied and painted. She asked last fall to have storm windows put on. She has spoken to a lot of people and they would be willing to have them look at it. It needs to be done this fall to save them. The Board asked Ms. Burdick to get the quotes to the Board per our bid policy. The other thing she wanted to bring up to the Chairman. She is not available to sit in on the CIP meeting tomorrow morning, like she did two weeks ago. Ms. Burdick stated that we are again in violation because no one took minutes. Chairman Clow asked if she was sure. Ms. Burdick stated that she didn't see anyone taking minutes. Town Administrator Bolton stated that she took minutes as a fill in and they were distributed late this afternoon. She just wanted to make sure because she hadn't seen anything.

Frank Campana stated that he didn't hear what the fee was for the prosecutor that was hired this evening. The Board replied \$78,000. Mr. Campana asked what the mechanism was for accountability as far as hearings/cases that person is handling. Selectman Meaney stated that the State law has changed requiring new deadlines. The Police Chief will be the one keeping track and the Board could at any time get that information. Selectman Meaney stated that this prosecutor was very well vetted and came highly recommended. There were nine original lawyers that applied. There was an attorney from the State and an attorney from an abutting town that did the vetting. Mr. Campana's other question which centered around the prosecutor. Since we have been without a prosecutor for several months, how has that position been filled. Selectman Meaney replied with an officer that has been certified as well as mutual aid from an adjoining town.

## CORRESPONDENCE:

Chairman Clow informed the Board that he has two emails that he received regarding the purchase of gravel. He stated that he is going to reply that the Board will be reviewing the bidding process next year before the season starts. Also encourage him to speak with Director Knapp. Vice Chairman Hippler stated that he is all for giving a fair shake as long as it is State spec material.

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Vice Chairman Hippler stated that he feels it is time that the Board looks at doing something different for the radio contract. It has not improved. Chairman Clow stated that the Chairman of the CIP Subcommittee Jack Dearborn is working with all three large departments on doing a radio contract survey but it is going to take some time. Vice Chairman Hippler stated that he doesn't want to see any fatality or issues because there is no service.

### **OTHER BUSINESS:**

Joint Loss Management Committee: Selectman Snyder stated that the last time the Joint Loss Management Committee met was June 2016. She feels we are in violation because state law indicates that the committee needs to meet at least once a year. Chairman Clow stated that is largely because Chris Hague was the Chairman and when she left the committee has not met.

Clerk of the Works: Selectman Snyder asked if we could have him come in maybe next week to give an update on the Public Works Garage.

Letter from Donald Wellman: Town Administrator Bolton informed the Board that the Highway Department has put up the No Thru Trucking signs and the rest of the letter seems to be an enforcement issue. Part of the issue is that Route 77 is a State Road and not in our jurisdiction. Chairman Clow stated that he would like to look at petitioning the State to lower the speed limit for a couple hundred feet maybe. This will be discussed at a future meeting.

### **NONPUBLIC SESSION:**

**Chairman Clow moved, Vice Chairman Hippler seconded to enter into nonpublic session @ 9:01 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**

**Vice Chairman Hippler moved, Selectman Meaney seconded to exit from the nonpublic session @ 9:27 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**

**Vice Chairman Hippler 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, Vice Chairman Hippler moved, Selectman Meaney seconded to adjourn at 9:28 PM. Passed 5-0-0**

### **ADJOURNMENT**

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary