

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 30, 2017**

PRESENT: TOM CLOW, CHAIRMAN; FREDERICK W. HIPPLER, VICE CHAIRMAN; JON OSBORNE, SELECTMAN; AND JAN SNYDER, SELECTMAN.

ABSENT: Selectman John (Jack) Meaney

RECORDING SECRETARY: Naomi L. Bolton

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Karyn Stogner, Parks and Recreation; Gary Fitzgerald; Greg McDowell; Frank Campana; Lori Davis; Beth Rouse, Finance Administrator; Fire Chief Bob Vezina.

Chairman Clow called the meeting to order at 6:00 PM before entering into nonpublic session.

NONPUBLIC SESSION:

Chairman Clow moved, Vice Chairman Hippler seconded to enter into nonpublic session @ 6:01 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Vice Chairman Hippler – yes. Passed 4-0-0

Chairman Clow moved, Vice Chairman Hippler 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; Vice Chairman Hippler – yes. Passed 4-0-0

Vice Chairman Hippler moved, Selectman Osborne seconded to seal and restrict these minutes of this nonpublic session. Passed 4-0-0

Chairman Clow welcomed everyone present and watching, followed by the Pledge of Allegiance. Chairman Clow stated that the Board met in nonpublic session to discuss a personnel matter and apologized for running behind.

Chairman Clow stated that he is going to make a minor change to the agenda and move the stonewall removal request from Gary Fitzgerald to the top as it is a very simple request that was previously approved by the Planning Board last Thursday night.

STONEWALL REMOVAL FOR DRIVEWAY ACCESS ON PEACOCK HILL ROAD:

Gary Fitzgerald was present. Mr. Fitzgerald has a lot on Peacock Hill Road that he needs permission from the Board to remove approximately 30 feet of stonewall for driveway access. He went to the Planning Board last Thursday and received their approval, so he is here to obtain the Board's approval. He is going to take the stones and put them inside the property. There were no questions from the Board. **Chairman Clow moved,**

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Vice Chairman Hippler seconded to allow 30' of stonewall to be removed from the property located on Peacock Hill Road, Tax Map 411 Lot 378 for driveway access. Passed 4-0-0

2018 BUDGET PRESENTATION-WAGES, BENEFITS & SMALLER DEPARTMENTS:

Beth Rouse, Finance Administrator was present to go over the 2018 wages, benefits and smaller departments. The first handout Finance Administrator Rouse went through consisted of four pages and was the preliminary proposed payroll and benefits for the entire Town, all departments included. These numbers will be seen again as the individual departments come forward because they will be put in there as well. It was noted that the Town had received its GMR (guaranteed maximum rate) from HealthTrust. The GMR is 0.6% for the upcoming year, so that percentage is included in the numbers that are being seen tonight. The next handout was for several of the smaller budgets. Increases and decreases were noted in the budgets. There are a couple of place holder items in a few of the budgets and those will be finalized as the process moves forward. There were no initial questions, but Finance Administrator Rouse informed the Board that if they had any questions that might come up while further reviewing them to just let her know.

DEPARTMENT HEAD/COMMITTEE ITEMS:

Fire Chief Bob Vezina submitted a memo to the Board regarding the radio site improvement project. There are seven sites in the entire project. The seven sites are located on Abbie Drive; Bartlett Drive; Clough Park Road; Elanor Way; Peaslee Hill Road; River Road; and Tiffany Hill Road. Five of them have the electrical complete; Town of Weare inspection complete; Eversource complete; and R & R Communications has been notified to proceed. The one at Clough Park Road is waiting on approvals through the Army Corp. of Engineers. The one on Elanor Way is on hold right now as they are evaluating the Norris Road Cell Town Antenna site as an alternative. The total budgeted amount for this project was \$25,000. The amount expensed to date is: \$10,934.75. It is anticipated that the project should be complete by year end.

CEDS PROJECT DISCUSSION:

Chairman Clow stated that he has been the Town's representative with Southern NH Planning Commission on the CEDS Committee. CEDS stands for Comprehensive Economic Development Strategy. In 2014 the Central NH Planning and Southern NH Planning Commissions developed a CEDS and have been working with an Advisory Committee to update the CEDS to reflect recent changes in the economy and the region's demographics. At this time the Advisory Committee is developing the first CEDS for this area. They are seeking input and identification of regional projects that would impact the community. The projects can range from traditional infrastructure water and sewer projects, streets and regional roadways to broadband internet connections. Projects submitted will be included on a project list in the final CEDS based upon applicability and regional economic impact. Projects included in a CEDS may seek EDA (Economic Development Administration) funding if eligible. If the project is not eligible for EDA funding, its inclusion in the CEDS may strengthen the case for other future funding opportunities. Project submittal deadline is November 6, 2017. The timeline is extremely tight. Chairman Clow stated that one project he was thinking about would be the reconstruction of River Road. It is the only parallel north/south route for emergency access if Route 114 and/or Route 77 is not passable. River Road has been identified in the Hazard Mitigation Plan as very important to keep passable for emergencies and economics. Another suggestion for a second project would be communications and the radio project. This affects the three safety departments and the community. Selectman Osborne suggested submitting both projects. Chairman Clow stated that he would speak with Jack Dearborn regarding this project. Chairman Clow is also going to check with Central NH Planning and Southern NH Planning regarding an extension to this extremely tight deadline.

PURCHASING POLICY DISCUSSION:

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Chairman Clow stated that on pages 3 & 4, section B, #1 and #2 there is really not much difference in the wording other than verbal or written quotes. Selectman Snyder is not in favor of increasing the limits. There is a provision in case of an emergency the Board can waive the provision. Chairman Clow stated that he was thinking that \$1,000 is very small. Vice Chairman Hippler stated that he likes the numbers where they are. He feels the Board can keep a better handle on it with a lower number. Selectman Osborne stated that he is fine with either way but agrees with Vice Chairman Hippler it is a better way of control. He suggested that the Board eliminate B #2, combine the cost figures, so it would be from \$1,001 to \$5,000 and remove the word verbal, so it will be only written quotes. Chairman Clow stated that on page 5 under Public Notice he would like to see website added. Selectman Snyder stated that on page 8, B-Other Exceptions she feels that the Board's interpretation is part of the issue that we have had regarding the aggregate products and their being on the State bid list. She stated that she called and spoke to Jeff at the State for clarification regarding the state bid list for gravel and there is no state bid price because it varies by region. Chairman Clow stated that we will be speaking with DPW Director Knapp about putting it out to bid next year to alleviate this confusion. Vice Chairman Hippler stated that on page 8, section 13, Disposal of Surplus property he would like to see it increased to \$200 because he felt \$100 was too low. **Chairman Clow moved, Vice Chairman Hippler seconded to recommend the changes discussed to the Purchasing Policy. Passed 4-0-0** A new purchasing policy will be prepared for signature next week and distributed to everyone. Selectman Snyder mentioned that she would like to see the Board get the projects out to bid immediately after Town meeting. Vice Chairman Hippler agreed as long as it is termed right in the RFP's.

MEETING MINUTES:

October 23, 2017 Minutes: Vice Chairman Hippler moved, Selectman Osborne seconded to approve the October 23, 2017 minutes as amended. Passed 4-0-0

MANIFESTS

Chairman Clow moved, Selectman Osborne seconded to order the Treasurer to sign accounts payable and payroll checks dated November 2, 2017 as included in the following manifests:

Payrolls Manifest	\$ 50,098.66 (weekly payroll)
Fire Department Monthly Payroll	\$ 3,548.98
Accounts Payable Manifest	\$ 58,383.74
TOTAL	\$ 112,031.38

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**Passed 4-0-0**

### ADMINISTRATIVE REPORT:

Sugar and Spice Lease: Town Administrator Bolton prepared a draft 3 year lease for the Board to review. The Board discussed the fee and they felt that they were not interested in making it zero as they felt it would be setting a precedent. They agreed the \$125 per month would be fine. Town Administrator Bolton gave each Board member a copy for their review and stated that next week she will have the final copy for the Board's signature unless she hears differently.

Heating Oil Quotes for 2017/2018 Season: Town Administrator Bolton has received quotes from Rymes and Irving but nothing from Dead River. The proposal was for 10,400 gallons of propane and 2,600 gallons of

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heating oil. Both companies were extremely close. When calculations were made Irving was \$67.40 less (total) for the season. **Selectman Snyder moved, Selectman Osborne seconded to award the 2017/2018 heating contract to Irving for a price of \$2.244 per gallon for heating oil and \$1.651 for propane. Passed 4-0-0**

East Shore Drive Right of Way (ROW) Plan: Town Administrator Bolton distributed copies of the ROW plan that was prepared by the Town Engineer to address boundary dispute with the location of property pins and the Town ROW for East Shore Drive. Although the plan didn't show the stones that were the larger issue, it does show a larger issue and that is the amount of retaining walls, stone walls and paved aprons that are in the Town's ROW, which is a larger discussion. This survey was only done for a very small portion of the road and to be fair to everyone the entire ROW should be surveyed and address all the encroachment issues at once. The Code Enforcement Officer reported to the Town Administrator that the stones must go per the survey. The Board asked Town Administrator Bolton to obtain pictures of the stones and then draft a letter to the party to have the stones removed within 10 days or fines will be enforced. A copy of the plan and pictures will also be sent to Town Attorney Bill Drescher so that he can respond back to the resident's attorney.

Town Office Insulation: Town Administrator Bolton reported that Team Engineer came out Tuesday, October 24<sup>th</sup> at 8 AM and the report has not been received as of today.

Buildings on East Street (former Gordon Brown property): Town Administrator Bolton reported that she had a conversation with Sherry Burdick on Wednesday, October 25<sup>th</sup> who is still waiting to hear back from the roofer to go take a look at it.

Clinton Grove Under Pinning: Town Administrator Bolton reported that she also spoke with Ms. Burdick at the same time last week and she was trying to coordinate a time with the contractor to go look at it.

RFP for Assessing: Town Administrator Bolton reported that these RFP's are being reviewed still. There were approximately 20 questions sent out to the bidders for further information. As soon as the responses are returned they will be put together and shared with the Board.

Joint Loss Management Committee: Town Administrator Bolton reported that she almost has the entire Joint Loss Management Committee by employees/departments heads volunteering. She is still waiting on a couple of members. Once the committee is full a meeting will be scheduled and Primex will be invited to attend the meeting. At the meeting a Chairman will have to be nominated and regular meetings can be scheduled quarterly.

Custodian Position: Town Administrator Bolton stated that this should be a discussion when the Town Office Buildings get discussed. She questioned if there was thought of a separate person for the maintenance issues or was the thinking to have someone clean and be the maintenance person. The discussion was mixed and it was agreed that a better time to definitely decide what will happen is during the budget discussion.

Town Office Roof Leaking: Town Administrator Bolton reported to the Board that last week during all the rain the Welfare Office and the Town Administrator's Office roofs leaked. The Welfare Office happened during the day, so trash cans were placed under the drips. The Town Administrator's Office was vacant and upon arriving this morning the floor was soaking wet. The roof is only 5 years old and he is no longer in business because of health reasons, but someone will have to come and look at it to determine where it's leaking.

## PUBLIC COMMENT:

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Sherry Burdick asked when the DPW garage was going to be finished. She thought the deadline was October. The Board replied that it will be in November. Ms. Burdick stated that she thought the Board was going to get bi-weekly updates on the progress and there have only been two meetings to date. She also confirmed that she did speak with the contractor for the under pinning price on Clinton Grove and he said it would probably be around the previous price. She is working on quotes for the East Road Barns, but feels it is too late for this year. She stated that she is not surprised to hear that this roof is leaking. She happened to come by the office while it was being done and she watched them work and knew it was not done correctly. She suggested calling the contractor who did the Town Hall roof. They were from the Hopkinton/Contoocook area. Selectman Snyder suggested that Therrien Roofing could possibly come out.

Lori Davis stated that she is concerned with the loss of the ACO. She felt that the handling of this situation was done poorly and that the Town needs her back. She did a great job for this Town as well as our animals. Ms. Davis stated that there are people starting to question this Board and the Police Department. This situation is all over town with regards to how it was handled and shame on the Board for allowing it to happen. It needs to be corrected.

Frank Campana stated that last week when the tax rate was set there is a line called overlay with \$20,000 in it and he stated it was not even questioned as what it was for. He knew it was for abatements, but nobody at the table even asked a question. Is \$20,000 enough, not enough, what do we spend it on, etc. How does the board know? Chairman Clow stated that in the past there has been a fixed number and we always have asked the assessing department for input. The \$20,000 looked reasonable and in the ball park. Mr. Campana stated that he understands but the other four members didn't ask a question. He is concerned that if we are not asking the simple questions. This topic kind of goes in line with the fee for bedding/furniture, when it was adopted it was not to be a money maker but it's in the revenue. Again, he is concerned that some of the simple things are not being questioned, will there be questions on the bigger issues/items.

Tim Matheson stated that he would like to applaud the Board for keeping the Purchasing Policy as is and he thanked Vice Chairman Hippler. Mr. Matheson asked what type of fluid is going to be used in the floor with no backup heat will it be ant-freeze or water. He asked about the DPW generator what is there and will there be a new one forthcoming, if not maybe the Town could look at leasing a generator. Chairman Clow stated that the intention is to get or put in the larger generator. There is a 50KW generator there now and the upgrade cost to go to 80KW is approximately \$30,000. Mr. Matheson then asked if there is funding still available for Clough Park to River Road. Selectman Osborne replied that to his knowledge Mr. Nichols from Dunbarton takes care of it now, so he advised him to reach out to him. He asked what is going to be done with the gap on the left hand side of the Town Hall door. He suggested a product that the Town could buy that would shim it. He would like to know where jobs for the town hall projects would be put. The response was in the newspaper, on-line and at the Town Office and post office. Mr. Matheson agreed that it would make sense to get a roofer to come to go up and trail where the water is coming in.

Lori Davis, Finance Committee Chairman stated that she saw on the printouts that the legal expenses are over by \$28,000 this year. She and other finance committee members are going to be wondering how much padding is hidden in the budget. Where did we get that money from to pay the bills? She also informed the Board that next week the CIP presentations are scheduled with the Finance Committee and some of these types of questions will be coming up.

## CORRESPONDENCE:

None

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### **OTHER BUSINESS:**

Selectman Osborne stated that we have a little more than two months of the year and things are looking on getting tight especially with winter approaching. He would like to see that all purchases/expenses be okayed by the Town Administrator before any order is made. The Board agreed and asked Town Administrator Bolton to inform everyone immediately. Selectman Snyder asked if the Board could get budget printouts from the Finance Administrator through the end of October.

### **NONPUBLIC SESSION:**

**Chairman Clow moved, Selectman Osborne seconded to enter into nonpublic session @ 9:09 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; Vice Chairman Hippler – yes. Passed 4-0-0**

**Chairman Clow moved, Vice Chairman Hippler seconded to exit from the nonpublic session @ 9:30 p.m. A roll call vote was taken, Selectman Osborne – yes; Selectman Snyder – yes; Chairman Clow – yes; Vice Chairman Hippler – yes. Passed 4-0-0**

**Chairman Clow moved, Vice Chairman Hippler seconded to seal and restrict these minutes of the nonpublic session. Passed 4-0-0**

**Being there was no further business to come before the Board, Chairman Clow moved, Vice Chairman Hippler seconded to adjourn at 9:31 PM. Passed 4-0-0**

### **ADJOURNMENT**

A True Record.

*Naomi L. Bolton*

Naomi L. Bolton  
Recording Secretary